

eMS[★]

electronic
monitoring
system



Notes on this document

This draft manual is based on version 3_2.1 of eMS. Most of the chapters were updated to the current version, nevertheless some chapters might reflect previous versions.

All features of eMS released in later versions are not yet covered by this manual.

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Background

Every Interreg programme is obliged to set up a computerised monitoring system in order to collect all information on project and programme progress (art. 125(d) of the Regulation 1303/2013).

Additionally, as outlined in the Article 122(3) of the Regulation 1303/2013, programmes should provide their beneficiaries with a system to allow submission of information in electronic form. All exchanges of information between beneficiaries and managing authorities, certifying authorities, audit authorities and intermediate bodies should be carried out via an electronic data exchange system.

In the past, most programmes invested time and money in developing similar but slightly different electronic monitoring systems. There are hundreds of Structural Funds monitoring systems in Europe and each one of these needs to be designed, developed, maintained and improved over time.

Interreg programmes decided that it was time to kick-start a change. With the help of Interact, they joined forces to co-develop a monitoring system that is based on the expertise of many and covers everything a programme needs to run smoothly in different regions in Europe.

The eMS is a monitoring system with communication portal to support submission, approval, management and administration of projects in the context of Interreg programmes. The system supports collection of all information on submitted and approved projects, their implementation and achievements, modifications and closure. Additionally aggregated data on the progress of projects and the programme level are recorded in the system. All programme bodies are able to communicate with beneficiaries via the system and re-use the data already collected. The eMS is built to support programme authorities in day-to-day programme management and should fulfil all legal requirements.

For Interreg programmes and Interact, co-developing the eMS meant putting the best approaches and ideas on the table and finding a common vision for a simplified, harmonised and inclusive tool for all stakeholders. The eMS was designed together with four ETC programmes and can be used free of charge by any ETC programme. The system is delivered in milestones and first modules can be used by programmes before the full system is built. eMS is currently used in productive environment by 5 programmes and is being tested and prepared for calls for proposals by another 15 programmes. Additionally more than 10 programmes declared their intention to use the eMS.

The eMS

eMS is a web application built by the Interact Programme for the benefit of all Interreg Programmes.

All that programmes need is some IT expertise and a server to host the system. Programmes enter their programme intervention logic and financial data and configure the system choosing from a range of options.

How eMS was created

Just a year ago, the story of the eMS was one that few would have thought possible.

Many people saw the Interreg world as much too complex to even consider developing a common electronic monitoring system. After all, co-developing a monitoring system meant risk: programmes putting resources in a very uncertain pot, trying to satisfy even more stakeholders than usual, adapting programme rules and habits for the sake of common procedures, and facing the possibility of severe delays in programme implementation in case the system should fail.

So why did Interreg programmes decide to take those risks?

Their vision was, and still is, that cooperation programmes need to live cooperation themselves in order to be credible hosts for successful cooperation projects. After the joint development of Interreg harmonised implementation tools (HIT) proved to be possible and led to very good results, cooperation programmes wanted to continue on this path. They were confident that there could be more examples of how cooperation saves millions of euros, leads to superb results, and can even be fun!

Developing a monitoring system for Interreg programmes is a major effort.

It requires knowledge of the legal framework and programme procedures within Interreg, as well as the skills and experience needed to procure and develop IT tools. Before the joint eMS project, each programme invested time and money in its own system. This led to many similar but slightly different monitoring systems, which caused confusion among beneficiaries and led to duplication of work across programmes. The eMS combines programme resources in a common effort and uses harmonised templates and guidelines drawn from HIT for project applicants, project partners and first level controllers. This makes it easier for them to switch between programmes, and overall saves programmes significant time and money. The eMS also has the added benefit of simplifying collection of data, which paves the way for future thematic studies and other types of reports and evaluations.

The eMS provides features, functionalities and user interfaces that far exceed most of the existing monitoring systems in user friendliness and scope.

For Interreg programmes and Interact, co-developing the eMS meant putting the best approaches and ideas on the table and making joint decisions. It required finding a common vision for a simplified, harmonised and inclusive tool for all stakeholders. Here are just a few of the many innovative features of the eMS:

- It can handle up to four different funds simultaneously;
- It allows for multi-lingual project applications, contracts and monitoring interfaces;
- It creates an online audit trail that stores and provides all required information;
- It creates a content trail from project application to project reports to online publications of outputs and results;
- It features customisable user interfaces and functionalities for all Interreg stakeholders, including project applicants, first level controllers, joint secretariats, managing authorities, certifying authorities, audit authorities, monitoring committees, evaluation experts and contact points.

Interreg programmes can obtain the eMS for free and go online with an open call within a week!

All they need is some IT expertise and a server to host the system. Programmes enter their programme intervention logic and financial data and configure the system choosing from a range of options. As of March 2015, two programmes have already opened calls for applications with the eMS, saying that these timely online calls would have been difficult without the eMS. About 20 Interreg programmes plan to use the eMS and there could even be more. The more programmes use it, the more other programmes will trust in it and adopt it as well. The total savings of tax payers' money is estimated to amount to anything between 10 and 30 million Euros, depending on the number of programmes using the system.

The development of the eMS would not have been possible without prior harmonisation of implementation tools.

This harmonisation effort started in 2010, when Interact, together with Interreg programmes, decided to develop HIT (harmonised implementation tools) for Interreg programmes. In 2013, when it became clear that HIT laid the basis for a joint monitoring system, interested programmes and Interact teamed up to take on this project. By 2014 the IT support and expertise needed to begin development was procured and the project took off.

A key element of the eMS is that the co-creation of the system does not stop after deployment.

Interreg programmes using the system commit themselves to contribute relevant improvements to the eMS to the community of programmes using eMS, creating a snowball effect that multiplies benefits for everyone. For example, one programme plans to develop online tools for project ideas, partner searches and a function for displaying cooperation projects and outputs on geographic maps. These features will be added to the core eMS and made available to any programme that wants to use them. It is easy to see that overtime the eMS will grow to become the best monitoring system within the realm of Structural Funds as it continues to incorporate functionalities. This is the central argument for cooperation: the co-creation of the eMS will lead to a tool that no programme could ever have developed on its own.

The workflow

Data in eMS are structured in several layers of information and follows a strict workflow. Some steps in the workflow are mandatory; others can be switched on and off via configuration or options in the calls. Forms and user interfaces in the system can only be accessed with corresponding user rights and privileges. Interact provides a default configuration for the main stakeholders of the system (types of users). These configurations can be changed by Interreg programmes and allow them to configure user rights according to their organisation and division of tasks.

The following elements are part of the standard work flow:

- 1. Enter programme data (information from Cooperation Programme)**

This section contains the basic information of the Interreg programme using the software. It is the information from the document called “Cooperation Programme”, which is approved by the European Commission.

This section needs to be filled out once and contains the most basic layer of information in the application. Basic information on programme area (eligible NUTS regions that a programme covers), priority axis, co-financing rates, programme financial allocations, indicators, etc. are stored here. These data are the basis for all future steps in the workflow. This task is usually done by an administrator of the system.
- 2. Management of calls**

Interreg programmes finance projects based on application forms submitted within a defined timeslot and conditions. These timeslots are calls for proposals. Each call has a start and end date which determines the start and deadline for submitting applications. In the eMS, each call can contain different configurations (‘call options’), which change the application form visible to applicants. One Interreg programme can announce an unlimited number of calls throughout the programme lifecycle.

The conditions applying to each call for proposals are usually approved by the Monitoring Committee and configured in the system by the system administrator.
- 3. Application Form**

Any person intending to submit an application within an open call for applications can register a user and fill out the application form directly in the

eMS. It is possible to submit applications only within the timeslot and conditions defined in the call for applications. A user who first created an application is treated by the system as a lead user and can provide other users with read - or read/write access to the application form. The lead applicant is the only user who can submit the application.

4. Assessment

All submitted applications need to go through a two-step assessment. The eMS contains a sequence of two checklists: “Admin- & Eligibility check” and “Quality Assessment”. Assessment of Applications is usually managed by the JS in cooperation with national contact points and/or external experts. The eMS supports 4-eye principle for the assessment and allows assigning specific applications and questions to specific users such as external experts.

5. Recommendation

The outcome of the assessment is a recommendation by the assessors to the Monitoring Committee. The project can be recommended for funding, not recommended or recommended under conditions. Recommendations to the MC are usually managed by the JS.

6. Funding decision (Monitoring Committee)

The Monitoring Committee decides which projects are approved by the programme or approved under conditions. The decision of the MC and its date need to be inserted into the system, which is usually a task of the JS.

All projects which are approved under conditions need to go through a condition fulfilment procedure, which is, in practice, a modification of the application form based on some clear recommendations of the MC. Modifications are then verified by the JS, which subsequently changes the project status into approved or not approved.

All projects which are not approved are archived in the system.

7. Handover and supplementary information

After the project is approved and before it can be contracted, the lead applicant needs to appoint an eMS user who will be the lead partner for the project. The JS checks the proposed user and approves or rejects the proposed lead partner. In case of rejection, the lead applicant needs to propose another user. This process is called handover in the eMS and can be switched off if not needed by the programme.

Additionally, some important information on project management structure and e.g. bank account are ready to be filled out at this stage in the section entitled ‘supplementary information’. This section is available from the moment of approval on but is not necessary a step in the workflow, i.e. if not filled out one may still continue the contracting process. There are many tabs in the ‘supplementary information’ section all of which can be accessed by users with the corresponding user rights (read/write)

8. Subsidy contract

The system supports the generation of a Subsidy Contract. It is template-based and uses data from the approved application form. The template for the subsidy contract is programme-specific and can be adjusted by programmes. Please note that some IT expertise is necessary to adjust templates in the eMS

The Subsidy Contract -once generated - can be edited (if necessary) and then printed (downloaded as pdf document). Once the Subsidy Contract is marked as approved (eg by the JS), the system changes the status of a project into 'contracted' and allows for partner and project reporting. Basic data on the Subsidy Contract and all its amendments as well as the documents themselves are stored in the eMS in the section 'project history'.

9. Partner reporting

Once the project is contracted, it enters the reporting phase, which will last until the project is finalised. Each project partner needs to report its activities and expenditure in a partner report. In order to do so, the Lead Partner needs to allocate at least one user per project partner. Thereafter, partners can fill out their reports and submit them to their national controllers (FLC).

10. FLC

First level Controllers are national controllers who need to check every partner's report. They have access to the eMS and see the relevant information. They have their working documents available in the system and can do the verification work online. As a result of the FLC check, an FLC certificate is generated and approved by the controller. The eMS also generates an FLC report which contains more detailed information on the FLC work as well as the FLC checklists. After FLC verification, the partner report is forwarded to the Lead Partner.

11. Project reporting

The Lead Partner collects all FLC certified partner reports (including its own) and creates a project report. The Lead Partner decides on which FLC certificates to include in the project report. The LP has the right to exclude partner reports from the project report and to reject expenditure approved by the FLC. As soon as the project report is ready, it is submitted to the JS.

12. JS verification

The JS receives a project report and verifies it accordingly; It has the possibility to make positive or negative corrections to individual expenditure items. Once approved, the report is submitted to the MA.

13. MA verification

MA receives a project report and verifies it accordingly; Also MA has the possibility to make positive or negative corrections to individual expenditure items. Once approved, the report is then submitted to the CA.

14. CA verification

CA verifies the report. Unlike JS and MA, CA can deduct some expenditure or exclude temporarily for further verification) and includes the report in the CA certificate. Once included in the certificate, the report may be paid.

15. Payment

CA performs the payment to the Lead Partner outside of the system and records date and amount paid. The payment can be done in full or in instalments.

16. CA reporting

CA is responsible for several reports to the European Commission. The eMS allows for inclusion of the CA certificates into the application for payment to the European Commission as well as annual accounts. eMS also allows for generation of the accounts for the accounting periods.

It is also possible to generate programme annual reports and financial statistics, which are required by the regulatory framework.

Horizontal functionalities (not part of the standard workflow)

- **Modifications**

It must be possible to manage project modifications throughout the project lifecycle. The system allows the JS and the Lead Partner to initiate project modifications. The JS is allowed to initiate modifications at all times and the LP only after the project is in the status 'contracted'. Once the modification is initiated and allowed by the JS, the LP can modify the application form. All modifications need to be verified and approved by the JS and/or the Monitoring Committee. After the modification is approved, a new version of the application form, which becomes the new valid application form. All the previous versions are stored and are accessible at all times in the project history section.

- **Automatic messages**

The eMS automatically can send messages to different registered stakeholders. Mostly this feature is implemented for status changes (like approval of a project).

eMS License

Main points of the license agreement

One of the main goals of the eMS project is to give Interreg Programmes the possibility to get a software solution free of license fees.

- The license agreement was written by a lawyer specialised in IT and agreed with the IT-company PL.O.T., within the scope of license terms in the contract between INTERACT/City of Vienna and PL.O.T.
- It provides Interreg MAs with the right to use and change the eMS - internally or by outsourcing to third parties.
- It prohibits publishing the source code or using the software for purposes other than the intended use as a monitoring software tool, especially for commercial purposes by programmes (MAs), as well as any third parties.
- It prohibits any claims on the side of programmes (MAs) against INTERACT/ City of Vienna.
- It has to be signed in the legally binding version in German (the English translation is only a courtesy), as Austrian law and jurisdiction apply.

Please note also:

- Interreg MAs have to sign the license agreement prior to receiving the eMS and starting to use the software.
- Once they receive the eMS, Interreg MAs have to check if the software is suitable for them (e.g. own adaptations of the eMS might be needed).
- MAs are requested to inform INTERACT of errors/bugs they detect in the software.
- INTERACT will run a reference system on its own server and will maintain this up-to-date (corrected bugs, etc) in order to be able to provide the best updated version of the eMS to MAs. That way Interreg programmes benefit from the joint effort of all programmes using the eMS.
- On the other hand INTERACT is not an IT-company, which can assure timely and 24-hours bug fixing. Therefore MAs should acquire additional IT-support for maintenance.
- For the benefit of the eMS community, MAs are also requested to provide INTERACT with any developments (new plug-ins, new features etc.), which can be distributed for free to all other programmes, after certification/adaptation by INTERACT.

Security in eMS

Security in web applications can only be provided by securing the application and the environment where the application is running. One of the most important goals of the eMS project is to provide a secure application. Securing a web application is not a one-time effort, security is an ongoing task. Therefore maintenance of the software tool and the environment (e.g. updating the operating system, keeping the applied technologies up to date) is necessary to keep the system secure.

This document describes the different security mechanisms implemented in the eMS with consideration of Commission Implementing Regulation (EU) No 821/2014 Article 3.

Authentication & Authorization

User authentication in eMS is implemented using the widely used Spring Security Framework (<http://projects.spring.io/spring-security/>).

Authorization is carried out using a detailed user roles and rights management system. Due to this system, certain functionalities can only be executed by specific users, certain views are only visible to privileged users.

Passwords have to follow minimum security standards. The password pattern can be configured by the programme individually. Thus, programmes can control the minimum security of their passwords.

Open Web Application Security Project (OWASP)

The security implemented in eMS follows guidelines developed by the “Open Web Application Security Project” (OWASP, www.owasp.org). OWASP is a worldwide non-profit organization focused on improving the security of software.

eMS follows the guidelines provided by OWASP. In the following section, the top ten security threats named by OWASP

https://www.owasp.org/index.php/Top10#OWASP_Top_10_for_2013

and the implemented security in eMS will be discussed.

Injection

The eMS uses the Object-Relationship Mapper “Hibernate” (<http://hibernate.org/>). As Hibernate uses prepared statements, the eMS is protected against SQL injection attacks.

Broken Authentication and Session Management

User authentication and session management is implemented using the Spring Security Framework. The session is only handled on the server side. Apart from the session identifier, no session related information is used in parameters passed between client and server.

To secure the user interface, the widely used user interface “primefaces” is used. To enter passwords, a password input field is used - passwords are never shown in clear text on the user interface.

User specific passwords are not stored in clear text - therefore intruders cannot grab passwords from the database.

The user session times out in a configured time (with a feedback to the user before invalidating the session).

To secure the connection between client and server, it is required to use HTTPS on a production environment.

Cross-Site Scripting (XSS)

The use of Java Server Faces (JSF) has a built-in XSS prevention. Labels in eMS are usually implemented by using the primefaces output text component. This component escapes text by default. Some labels show formatted text using the output text component without escaping. The text, which is displayed in these labels, can only be changed by authorised persons. Thus, the risk of cross-site scripting is minimised.

Insecure Direct Object References

Direct references to objects (database objects or uploaded binaries) are not used in eMS.

Security Misconfiguration

eMS is developed using state-of-the-art frameworks and components. Those components, as well as e.g. operating systems, application servers and tools, have to be maintained constantly in a productive scenario to keep the application secure.

Sensitive Data Exposure

To ensure secure data transport via the internet, the use of HTTPS has to be configured. This cannot be implemented in the application itself, but needs to be set as a configuration of the specific production environment. All data is stored in a relational database. To access the database, the application (or the administrator) has to authenticate itself with username and password.

Passwords are never stored in clear text but only as hash values.

Missing Function Level Access Control

eMS has a complex user role and user rights system. This system only grants access to functionalities for users with the corresponding privileges.

Cross-Site Request Forgery (CSRF)

The version of JSF used in eMS has built-in a CSRF protection.

Using Components with Known Vulnerabilities

eMS is developed using state-of-the-art frameworks and components. To keep the system secure, those components have to be checked and maintained regularly in a productive scenario.

Non-validated Redirects and Forwards

eMS does not use non-validated redirects and forwards. The only forward implemented in eMS forwards the user after validation of his e-mail address to the login screen. Afterwards the user has to log into the system.

Technical requirements for the productive environment

Hardware specifications

The following hardware specifications were used during the procurement of the eMS. The development company guarantees the functionality and performance of the eMS on these specifications.

Interreg programmes can decide to reduce the hardware. Any resulting performance problems are not covered by the guarantee of the service provider.

The eMS can run on virtualised environments. Virtualised environments allow more flexibility, for example it is technically easier to increase the hardware at a later point in time.

Software	50 Sessions	100 Sessions
Apache HTTP Server	4 GB RAM/1 Core	8 GB RAM/1Core
Apache Tomcat (Java Application)	12 GB RAM/2 Cores	24 GB RAM/4 Cores
Mysql Database	16 GB RAM/4 Cores	32 GB RAM/4 Cores
Total	32 GB RAM/7 Cores	64 GB RAM/9 Cores

Operating System and Standard Software

To get the most stable but freely availbale system, Interact has decided to use CentOS as the operating system for eMS. CentOS offers full updates for the operating system until Q4 2020. Maintenance updates are available until June 2024 (<http://wiki.centos.org/About/Product>).

- CentOS 7
- Oracle JDK 1.7
- Apache HTTP Server 2.4
- Apache Tomcat 7
- Mariadb

Optional: Apache ActiveMQ 5 (only needed, if there are two parallel Tomcat instances on one machine)

Note

Multiple parallel instances of the tomcat application server are recommended for all programmes, especially for large ones. Please keep in mind - all technical users on the system count as users, be it applicants or backend-users like JS/MA/CA authorities.

Maintenance for Hardware, Operating System, Standard Software, Certificates

The company providing the hardware (or virtual environment) often provides maintenance for hardware, operating system and software. To ensure the uptime of their server, they often monitor the server itself. In this case, they are responsible for security updates, detection of special hacking attacks (like DDos-Attacks) etc. They usually offer only services for their standard software and do not provide services for the application itself.

For using encrypted connections to the eMS, the use of HTTPS is strongly recommended. For such an encryption, the use of a trusted SSL-Certificate is advisable, which can usually be ordered and maintained by the same company.

A good back-up of the system is very important. Normally this is done by the company providing the server and should be part of the “service level agreement” (SLA).

Installation and Setup of the eMS

Some companies providing server-services, like the ones mentioned above, also provide installation, setup and monitoring of the application and possible updates of the application itself while others just run the server and the operating system.

Some Interreg programmes can order such services within their own organisation and do not need to procure them separately.

It is recommended to find a person (e.g. own administrator or IT Manager) who will take care of updating and maintaining the application itself.

Interact offers set-up support to individual Programmes. This setup support could be in form of one training session or in for of a support during setup of the system. The installation of the environment has to be done by your IT administrator.

In case of difficulties, our IT company PL.O.T. offers support in this matter especially in the configuration and setup of the software. You can find more details about this in the “eMS set-up support” thread in the Interact Observers group forum on basecamp.

Testing Environment

It is recommended to run a second installation of eMS for software and configuration testing.

This environment can run on very limited hardware, since it is only used by the administrator in order to test the configurations and the system.

The test-system could be included into the procurement for maintenance to ask the maintenance providing company to run a very small environment to see and test bug fixes and new features before installing them on a productive environment.

Productive Environment

The experience of Programmes already using the eMS shows that an installation with two parallel tomcat instances can handle up to 200 users at the same time and in case of more parallel sessions, it might experience performance issues. All users, including programme bodies (not only applicants), are covered by this number.

To avoid any performance problems, we recommend to change the server settings at least during the peak periods, like in the end of the call for proposals. After about 200 sessions on Apache Tomcat and a heap size of 2GB for this process, problems with garbage collection appear. It is strongly recommended to add parallel application server instances to avoid performance risks.

Please check out the chapter about performance fine-tuning as well.

Modification, plug-ins, personalisation

Independently from running the software on a server, the software can be modified by a software development company. Usually companies developing software do not run the software and vice versa. Therefore, it is often necessary to order further developments from a different company than the one running the system. Software development could be carried out at an hourly rate or at a total price for a needed functionality.

Which tools are needed for the user of eMS?

eMS is a web application and can therefore be used with any up-to-date web browser like Internet Explorer, Firefox, Chrome or Safari. For technical reasons, eMS only supports the latest version of these browsers and one version before.

Installation of eMS

General remarks

eMS is a Java web application, which has been tested by Interact on the following technologies:

- CentOS 7
- Oracle JDK v. 1.7
- Mariadb
- Apache Tomcat
- Apache WS
- Apache Activemq 5.10

Java is a platform-independent technology. Interact recommends to use the approved and tested software configuration.

Setup support

Please get in touch with Interact to receive information on setup support.

Before installation

eMS is a highly configurable software. Parts of the flexibility are reflected in the User interface of the application, other parts need to be adapted in a special part of the setup script. The following points need to be specified by the ETC Programme before installing eMS:

1. Which languages are used? Which ones are used as input languages, which ones are used as user interface languages?
2. How many parallel installations of eMS are running on one server/machine/vm? If there is more than one eMS instance necessary, the installation of Apache Activemq is required.
3. Which funds are used? Since version 3_0.1 custom funds can be defined in the database.

Interact can provide an up-to-date manual for installing eMS on your system. Please get in touch with us or download the latest version in our forum on basecamp.

There are already translations of the user interface available for several languages. Please get in touch with Interact to receive the latest updated versions.

Installation of eMS

During installation of eMS, several modifications have to be applied to the installation files. For an initial installation the main topics are:

- Languages used in eMS (as content or as user interface translations)
- Translations of certain elements can only be carried out in the database
- Co-financing rates for NUTS regions can only be changed in the database

To install eMS, the following steps are needed (overview):

1. Install needed software landscape (operating system, application server, etc.)
2. Copy configuration files to server
3. Adapt paths in configuration files
4. Modify customizable sql-insert-script
5. Create database user and schema
6. Create database tables
7. Insert not-modifiable part of insert script
8. Insert customized sql-insert-script
9. (Optional) insert custom funds
10. Set environment variable EMS_HOME, pointing to configuration directory
11. Customization of programme logo in war file
12. Installation of war file in webserver

The following points are optional, but might be needed by many programmes:

13. Adaptation and configuration of templates for pdf extraction of different forms
14. Implementation and configuration of validation plugins
15. Import of translations

FAQ on installation

1. *When using only one instance, the server shows an error output at startup:*

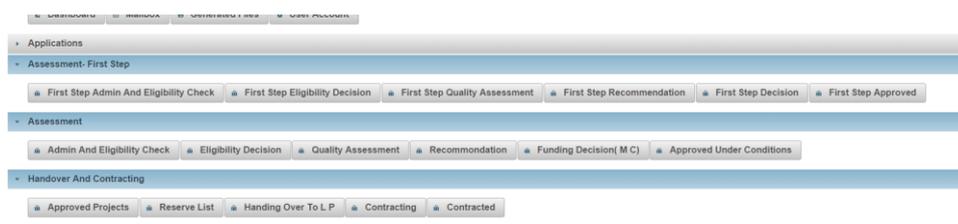
org.apache.velocity.exception.VelocityException: Error initializing log: Failed to initialize an instance of org.apache.velocity.runtime.log.Log4JLogChute with the current runtime configuration....

Caused by: java.io.FileNotFoundException: velocity.log (Keine Berechtigung)

The problem arises when using the system to start a tomcat instance. It is by default using the root folder as current or working directory and velocity tries to write the log to the current directory. Please put in value like “WorkingDirectory=/opt/tomcat/logs” in the tomcat7.service file and make the directory writable for the user running the server.

2. *After installation, the styling looks weird (see attached screenshot).*

The configuration for the styling in TOMCAT_HOME/conf/web.xml is missing. Please add the needed context parameter.



Custom funds

This functionality is only needed by Programmes having different funds than:

- ERDF
- IPAII
- ENI
- ERDF equivalent

or by Programmes who want to rename one of them (e.g. the ERDF equivalent fund).

By default the above mentioned funds are available in eMS. With this manual, Programmes can add additional funds. Please note: the changes have to be done directly in the relational database of eMS. Therefore the changes have to be done by a technical administrator.

Fund database table

For historical technical reasons eMS contains two tables, both containing funds:

- fund
- cofinancingsource

Attention

For technical reasons both tables need to be filled. The "id" of the co-financing source should be equal to the name of the "fund"-element.

Remarks:

There are two flags and one "order" field, which should be set:

- is_equivalent: (please set this to "1" if the fund should be treated in the system as ERDF equivalent)
- is_erdf: This should be set only for the ERDF. Please put additional funds to "0"
- order: Please put a number, which follows the maximum number currently available in the funds. This number is used for sorting of Funds in the user interface.

To translate funds please use the fund_mlc table in the database

id	name	is_equivalent	order	is_erdf
1	ERDF	0	1	1
2	IPAI	0	3	0
3	ENI	0	4	0
4	ERDFe	1	2	0
5	MyFund	1	5	0

Table 1: Example of “fund” table in technical database

id	cofinancingsource	is_equivalent	order	is_erdf
ERDF	ERDF	0	1	1
IPAI	IPAI	0	3	0
ENI	ENI	0	4	0
ERDFe	ERDF equivalent	1	2	0
MyFund	My custom fund	1	5	0

Table 2: Example of “cofinancingsource” table in technical database

Fund_id	Language	label
ERDF	EN	ERDF
IPAI	DE	EFRE

Table 3: Example of fund translation in “fund_mlc” table

- administer the Dashboard - For the dashboard administration, three checkboxes are offered, where users can define the items to be visible on their dashboard (“Show Projects”, “Show Mailbox”, “Show calendar”).

User roles

The eMS enables managing roles and rights based on privileges. It means that certain functionalities are available only for certain users.

Every feature is dependent on a corresponding privilege. A privilege is directly assigned to the function/workflow.

User role represents a set of privileges and can be assigned to a user.

How to manage roles

Needed user rights / privileges

The user who wants to manage the roles must have the “MG_ROLES” or the “ADMIN” privilege.

How to enter Managing Roles & Privileges

After logging in as “ADMIN”, you can enter the “Roles & Privileges” section by clicking on the left side menu item “Manage Roles”.

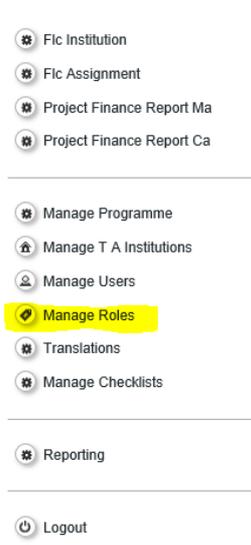


Figure 1 Manage Roles menu item

After entering the section, list of roles is displayed.

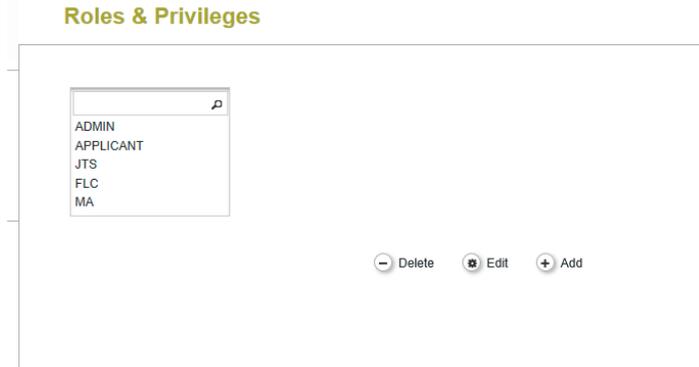


Figure 2 List of roles

After a specific role is selected, the privileges can be added or removed. Privileges can allow or deny the role to perform the selected action. A denial overrules a permission of the privilege. So, if a user has more roles, and an action is permitted in one role, and denied in another role, the user will not be able to perform the action.

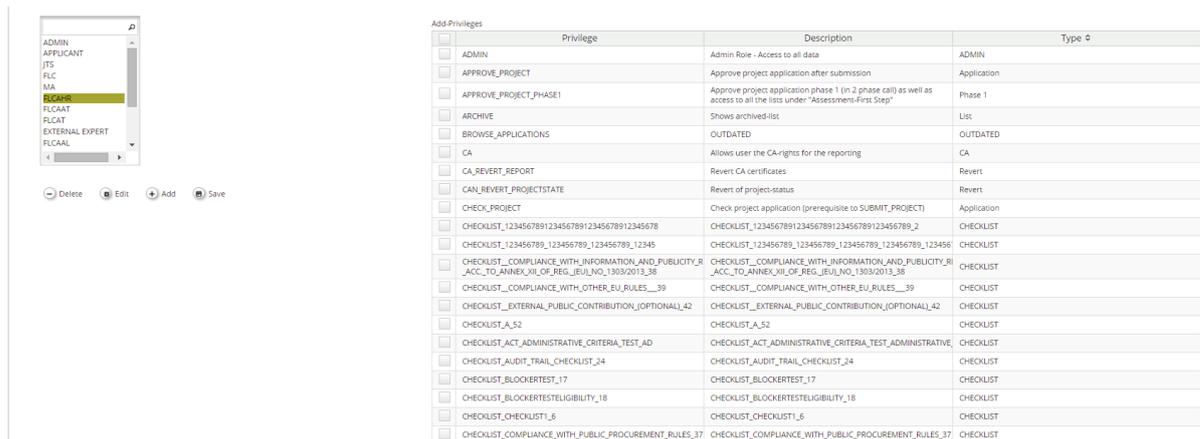


Figure 3 Adding and removing the privileges

User management

Needed user rights / privileges

The user who wants to manage this section must have the “MG_USERS” or the “ADMIN” privilege.

How to enter Managing Users

After logging in as “ADMIN”, you can enter the “Manage Users” section by clicking on the left side menu item “Manage Users”.

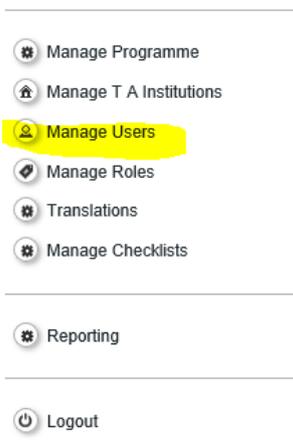


Figure 4 Manage Users menu item

After entering the section, the list of users is displayed.

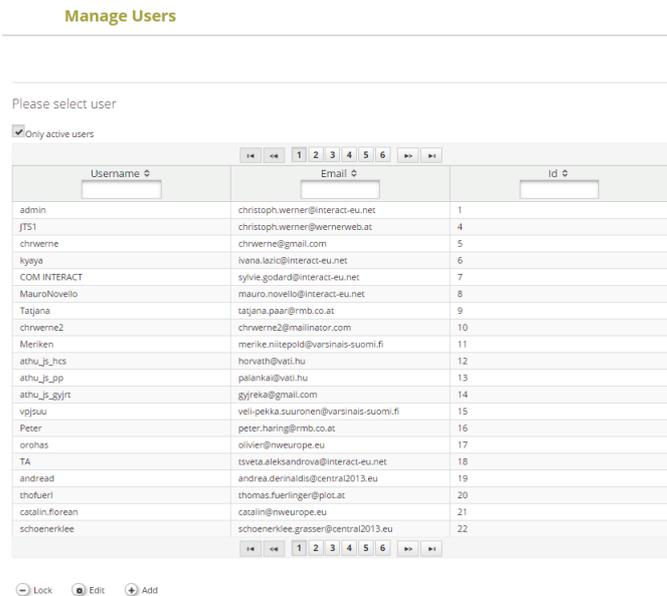


Figure 5 List of users

After a specific user is selected, the roles can be assigned. More roles can be assigned to a user. However, if a user has more roles, and an action is permitted in one role, and denied in another role, the user will not be able to perform the action, as the denying the privilege overrules its permission.

Message Portal

eMS allows users to exchange messages within the system.

Message exchange

Needed user rights / privileges

For sending or receiving messages in eMS, no special user rights are needed. Any registered user can send and receive messages.

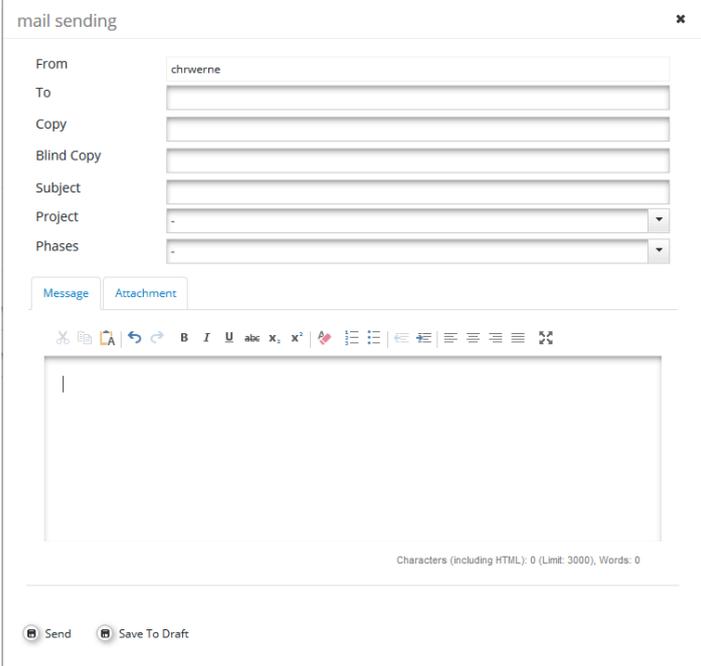


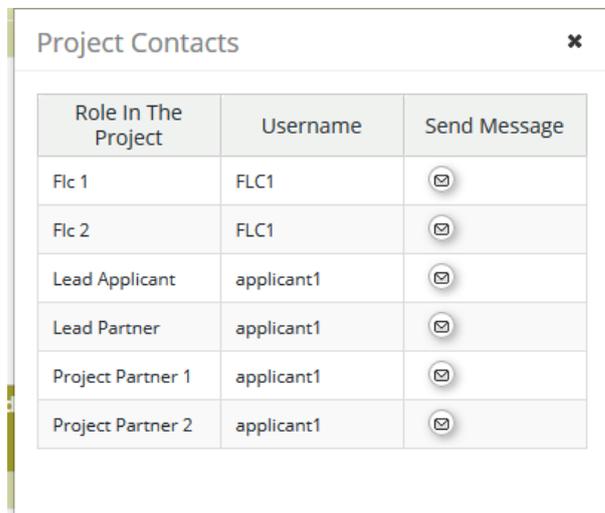
Figure 6: Mail sending dialog

Messaging

eMS supports standard mailing functions such as sending, forwarding and replying the mails. It enables sending messages to multiple recipients as well as sorting and filtering messages based on different criteria.

Messaging out of project view

It is now possible to send messages to the users assigned to a project.



The screenshot shows a dialog box titled "Project Contacts" with a close button (x) in the top right corner. Inside the dialog is a table with three columns: "Role In The Project", "Username", and "Send Message". The table lists six project contacts, each with a "Send Message" button (envelope icon) in the third column.

Role In The Project	Username	Send Message
Fic 1	FLC1	
Fic 2	FLC1	
Lead Applicant	applicant1	
Lead Partner	applicant1	
Project Partner 1	applicant1	
Project Partner 2	applicant1	

Figure 7: Project contacts

Application Form

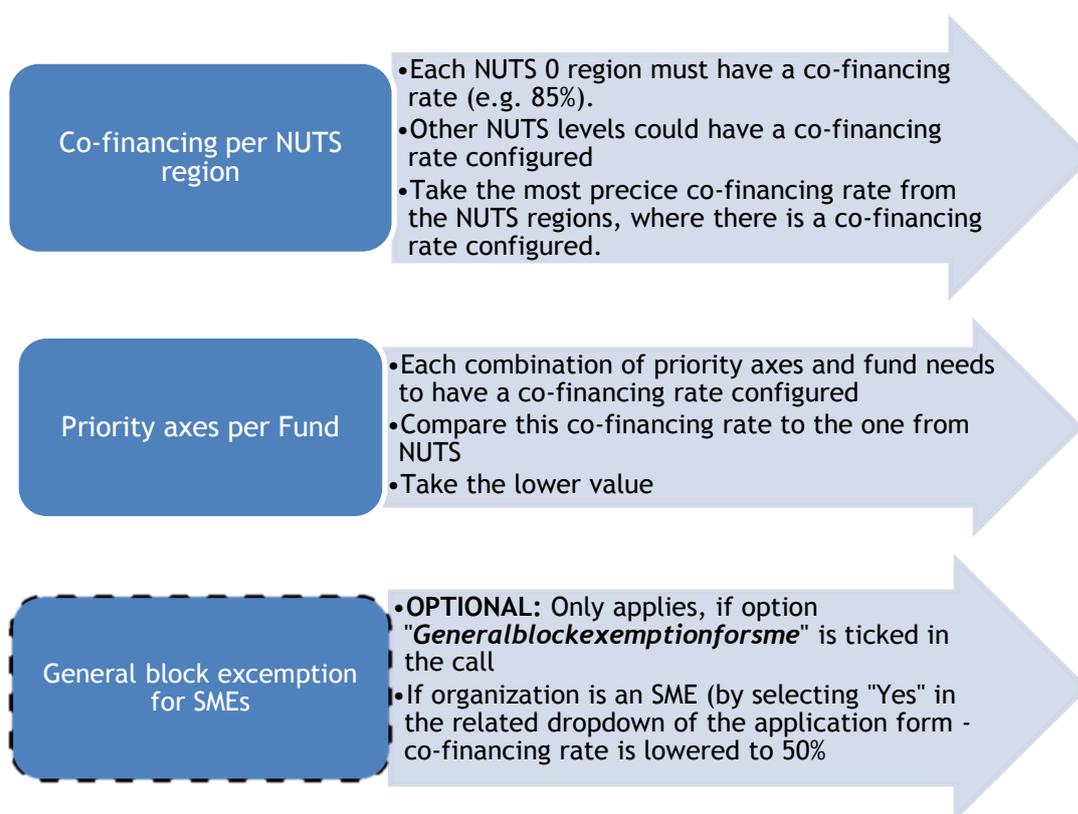
Most of the forms in the application form are mostly self-explaining. We want to highlight only a few special forms and describe the implemented functionalities.

Calculation of the maximum co-financing rate

eMS calculates a maximum co-financing rate per partner, taking into account several different configured co-financing rates. Some of the percentage values (like different co-financing rates per NUTS region) can only be changed in the technical database.

Configuration can only be done on Programme level. Exact co-financing rate is stored by partner, therefore a later change of the configured percentages does not affect already created application forms – it only changes the maximum co-financing rate for new projects.

The algorithm always takes the lowest amount out of several configured co-financing rates.



Periods

Defined periods are a prerequisite of successful checking and submitting the AF. Periods can be set in the Application Form ->Work Plan -> Define Periods section.

Depending on the call configuration, periods might be either generated automatically (based on a plugin) or inserted manually by an applicant.

Applicants need to be very cautious about changing the Start / End date of a project, as this change needs to be reflected also in the period definition. Therefore, it is recommended to “Recreate periods” or manually adjust the periods in the “Define periods” section after every change in these dates.

Budget

Budget belongs to the most important parts of the Application Form. Budget needs to be inserted per partner. Therefore, partner information in the “Partner” section needs to be inserted before Budget can be defined.

Partner Budget is usually inserted per Work package or per period. Hence, this information should be also included before filling in the budget. If other order of filling in the AF is applied, you need to be aware, that new cells in the budget will be created with an automatic value (0€) for the additional period/Work package.

The individual budget items can be inserted in the Project Budget -> Partner Budget -> Define Budget section.

Flat rates

Besides calculating using real expenditures, flat rates can be used for calculating certain budget items, particularly for Staff costs and Office & Administration costs.

Office & Administration costs are calculated as a percentage of Staff costs.

Staff costs (if flatrated) are calculated as a percentage of a sum of expenditures used for all the items but Office & Administration and Net Revenues.

If a value in any cost is changed / added by the applicant, it is better to click the “recalculate” button.

When applying Flat rates, it is important to bear in mind that all the previously inserted sums in Staff costs and O&A Costs will be replaced by the calculated (flatrated) costs.

Partner contributions

Every partner must define the intended source and amount of the (national) contribution (i.e. national funding to match ERDF, IPAII, etc.).

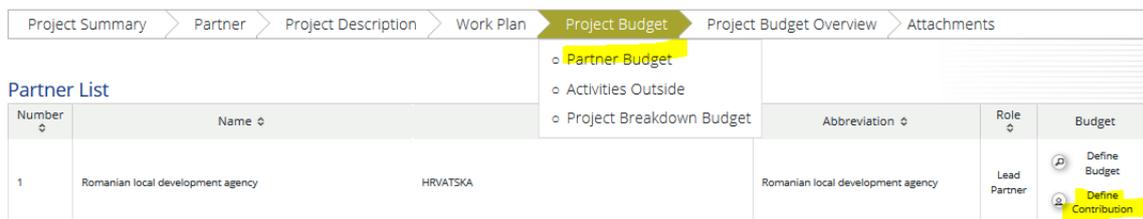


Figure 8 Clicking ‘define contributions’ leads to the interface for defining contributions

The eMS assumes that own contributions always are either public or private depending on the legal status of the project partner. Every partner needs to have own contribution.

Own contributions of public partners are considered ‘public’. Own contributions of private partners are considered ‘private’.

Every partner can have an unlimited number of additional contributions sources. Additional contributions can be either public or private.

To add additional contributions, partners must tick the plus icon on the upper right corner (see below). Then enter the source of the contribution and the legal status as public or private contribution.

Source Of Contribution



Figure 9 Contributions can either be public or private

Automatic public contribution

Automatic public contribution is a programme option, which can be set in the Manage programme section. It means that a country, fund, etc. is automatically providing the contribution in case a project is approved. One example would be the rotation fund in Italy in previous years, which guaranteed national contribution for approved projects.

Many programmes do NOT have any automatic public contributions in their territory. If there is no country in your programme area that automatically provide contributions to ERDF, you may want to consider turning off ‘automatic contribution’ as it does provide no added value and makes overview tables more complicated.

Manage Programme

Programme Basic Information

CCI *	Title		
123321456	INTERACT Teu Programme		
Abbreviation	Version	First Year	Last Year
InteractTP	1	2014	2022
Eligible from	Eligible until		
27.07.2014	01.01.2022		
EC Decision Number *	EC Decision Date		
123123456	01.07.2014		
MS amending Decision Number	MS Amending Decision Date		MS An
M556789	09.07.2014		11.07
Project Prefix (for Project Numbers)	My Programme allows co-financing private partners		
ITP	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> My Programme allows automatic public contribution

Figure 10 If your programme has automatic contributions you can turn on this options in the Manage Programme sections

If ‘automatic public contributions’ are possible, then they appear in the drop-down as well:

Source Of Contribution

Source Of Contribution	Legal Status	% of Total Partner Contribution	Amount	Options
Romanian local developme	public		€ 0.00	
	private	0.00 %	€ 0.00	
Sub Total Public Contribution		0.00 %	€ 0.00	
Sub Total Automatic Public Co	automatic public	0.00 %	€ 0.00	
Sub Total Private Contribution		0.00 %	€ 0.00	
Total			€ 0.00	
Total Target Value			€ 0.00	
Total Public Expenditure			€ 0.00	

Figure 11 A programme allowing automatic public contribution

Submission without check

In certain cases, it is necessary to grant an exception and to allow an applicant to submit the Application Form even if not all the requirements to check successfully have been met. These cases need to be managed individually.

In such a case, a JTS user needs to open the project. The project even if not submitted can be found using the Application Browser.

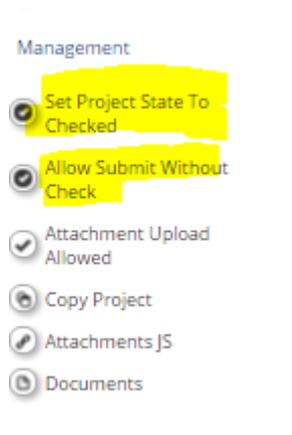


Figure 12 Allow Submit Without Check, Set Project State To Checked

After entering the project, in the left side menu -> Management, you can click either “Set Project State To Checked” or “Allow Submit Without Check”. These settings might be applied only on a particular project, not on multiple projects at once or on the whole call.

Attachment upload

After entering the project as JTS, in the left side menu -> Management, you can also see the item “Attachment upload allowed”.

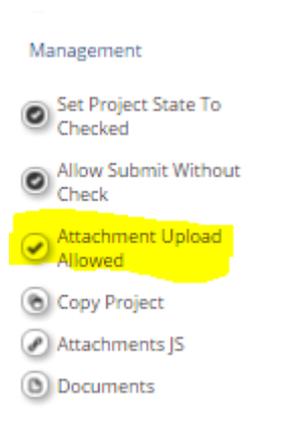


Figure 13 Attachment upload allowed

- AF non-submitted: Using this button for a non-submitted (saved) project, you can prevent the applicant from uploading attachments.
- AF submitted: Using this button for a submitted project, you can enable the applicant to attach additional documents to an already closed (submitted) Application Form.

These settings might be applied only on a particular project, not on multiple projects at once or on the whole call.

Attachment JS

- AF submitted: As a part of evaluation, JTS user may add an attachment to a submitted project by clicking the “Attachment JTS” in the upper menu bar.
- AF non-submitted: Additionally, JTS user has also the possibility to add an attachment to a non-submitted project (only saved). In this case, the JTS user needs to find a project in the Browser, and enter the left side menu -> Management section. Clicking the “Attachment JS” item creates the “Attachment JS” section in the upper menu and redirects user to this section. Here, the attachments can be added.

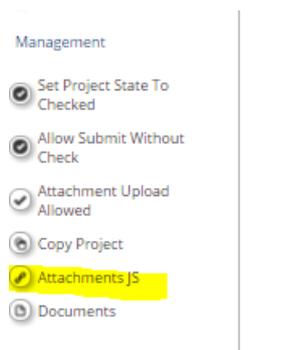


Figure 14 Attachments JS

Documents

Templates for Pdf creation might be selected in the Documents section of the JTS view.

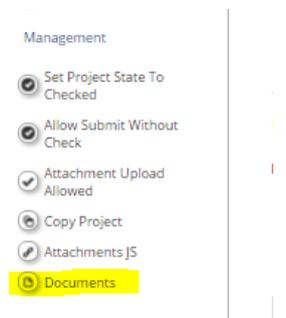


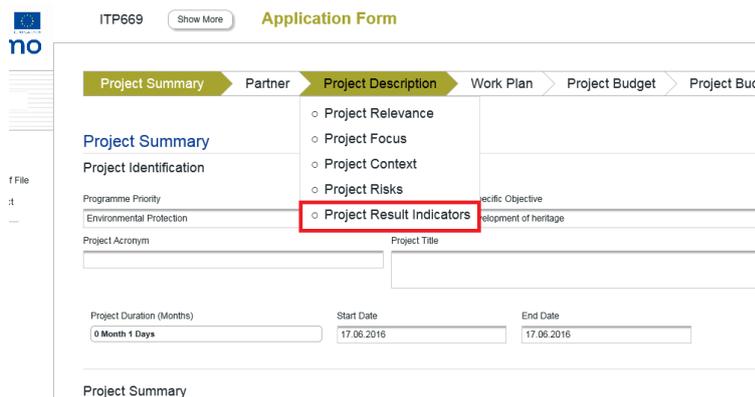
Figure 15 Documents

After entering the project as JTS, in the left side menu -> Management, “Documents” item needs to be selected in order to get redirected to this section.

Project result indicator

The “project result indicator” section can be turned on in the call configuration via the configuration “Use Project result indicators”. This feature was contributed by the Central Europe Programme.

If turned on, a section “project result indicator” is visible in the menu of the application form.



The screenshot shows the 'Application Form' interface for ITP669. The 'Project Description' tab is active, and the 'Project Result Indicators' option is highlighted with a red box. The form includes fields for Project Identification, Programme Priority, Project Acronym, Project Title, Project Duration (Months), Start Date, and End Date.

Figure 16 Project result indicator menu entry

To use this section you need to introduce customized values into your technical database.

```

INSERT INTO `project_result_indicator_measurement_unit` (`id`,`label`) VALUES (1,'Institutions');
INSERT INTO `project_result_indicator_measurement_unit` (`id`,`label`) VALUES (2,'EUR');
INSERT INTO `project_result_indicator_measurement_unit` (`id`,`label`) VALUES (3,'FTE');
INSERT INTO `project_result_indicator_measurement_unit` (`id`,`label`) VALUES (4,'Persons');
INSERT INTO `project_result_indicator_measurement_unit` (`id`,`label`) VALUES (5,'Number of stakeholders reached');
INSERT INTO `project_result_indicator_measurement_unit` (`id`,`label`) VALUES (6,'Percentage of stakeholders satisfied');
INSERT INTO `project_result_indicator_measurement_unit` (`id`,`label`) VALUES (7,'Number of communication activities');

INSERT INTO `project_result_indicators` (`id`,`communicative`,`label`,`project_result_indicator_measurement_unit_id`) VALUES
(1,1,'Visits to the project website',5);
INSERT INTO `project_result_indicators` (`id`,`communicative`,`label`,`project_result_indicator_measurement_unit_id`) VALUES
(2,1,'Participants at project events',5);
INSERT INTO `project_result_indicators` (`id`,`communicative`,`label`,`project_result_indicator_measurement_unit_id`) VALUES
(3,1,'Event participants satisfied with information provided',6);
INSERT INTO `project_result_indicators` (`id`,`communicative`,`label`,`project_result_indicator_measurement_unit_id`) VALUES
(4,1,'Joint communication activities implemented with external stakeholders',7);
INSERT INTO `project_result_indicators` (`id`,`communicative`,`label`,`project_result_indicator_measurement_unit_id`) VALUES
(5,0,'Number of institutions adopting new and/or improved strategies and action plans',1);
INSERT INTO `project_result_indicators` (`id`,`communicative`,`label`,`project_result_indicator_measurement_unit_id`) VALUES
(6,0,'Number of institutions applying new and/or improved tools and services',1);
INSERT INTO `project_result_indicators` (`id`,`communicative`,`label`,`project_result_indicator_measurement_unit_id`) VALUES
(7,0,'Amount of funds leveraged based on project achievements ',2);
INSERT INTO `project_result_indicators` (`id`,`communicative`,`label`,`project_result_indicator_measurement_unit_id`) VALUES
(8,0,'Number of jobs created (FTE) based on project achievements ',3);
INSERT INTO `project_result_indicators` (`id`,`communicative`,`label`,`project_result_indicator_measurement_unit_id`) VALUES
(9,0,'Number of trained persons',4);

```

Figure 17 Central Europe - project result indicators

Please customize this insert script to your needs.

If the values are available in the technical database, the following section appears in the application form.

Project Summary > Partner > Project Description > **Work Plan** > Project Budget > Project Budget Overview > Attachments

Additional thematic result indicators

Please indicate to which indicators the project results will contribute (selecting those indicators of relevance for the project scope and the planned achievements) and provide a quantification of the target together with a brief explanation specifying the expected contribution

Thematic result indicator	Measurement Unit	Target	Explanation
Number of institutions adopting new and/or improved strategies and action plans	Institutions	0,00	2020 Characters Remaining
Number of institutions applying new and/or improved tools and services	Institutions	0,00	2020 Characters Remaining
Amount of funds leveraged based on project achievements	EUR	0,00	2020 Characters Remaining
Number of jobs created (FTE) based on project achievements	FTE	0,00	2020 Characters Remaining
Number of trained persons	Persons	0,00	2020 Characters Remaining

Save

Communication result indicators

Please provide a quantification of the targets for each of the communication result indicators together with a brief explanation

Communication result indicator	Measurement Unit	Target	Explanation
Visits to the project website	Number of stakeholders reached	0,00	2020 Characters Remaining
Participants at project events	Number of stakeholders reached	0,00	2020 Characters Remaining
Event participants satisfied with information provided	Percentage of stakeholders satisfied	0,00	2020 Characters Remaining
Joint communication activities implemented with external stakeholders	Number of communication activities	0,00	2020 Characters Remaining

Save

Figure 18 Project result indicators section

Output indicators of other specific objectives

eMS by default allows to select output indicators of one specific objective only. Programmes might allow the selection of output indicators from other specific objectives of the same priority axes.

Programmes can allow this selection by selecting the following option in the call management:

“Allow also Output indicators from other Specific Objectives of the selected Priority axes”

If this option is active, the eMS shows a “Show more” button in the “main outputs” section of an “implementation” or “investment” workpackage.

n. Please note that they need to have the same measurement unit.

Remove Output

Output Indicator
Number of low-carbon strategies invented

Show More

Date: August 2020 Quantity: 0.00

Add Output Indicator

Figure 19 Show more button for additional output indicators

By clicking this button all output indicators of the given priority axes can be selected.

Characters (including HTML): 0 (Limit: 2000), Words: 0

Please note that they need to have the same measurement unit.

Additional Output Indicators

Output Indicator Name

Number of strategies and action plans developed and/or implemented for strengthening mobility

Number of low-carbon strategies invented

255 Characters Remaining

Remove Output

Output Indicator
Number of low-carbon strategies invented

Show More

Date: August 2020 Quantity: 0.00

Add Output Indicator

Figure 20 Adding output indicators of other specific objectives to the selection

By selecting elements in the dialog, they become selectable in the dropdown.

Output Indicator

Number of strategies and action plans developed and/or implemented for strengthening mobility

Number of low-carbon strategies invented

Date: August 2020 Quantity: 0.00 Item

Add Output Indicator

Figure 21 Additional output indicators are selectable in dropdown

Additional text fields

eMS allows to add additional text fields to many sections of the application form.

The configuration can be done either globally by adding text fields, which will then be visible in all calls, or by adding call specific text fields.

The global configuration is done in the section “Configure eMS”.

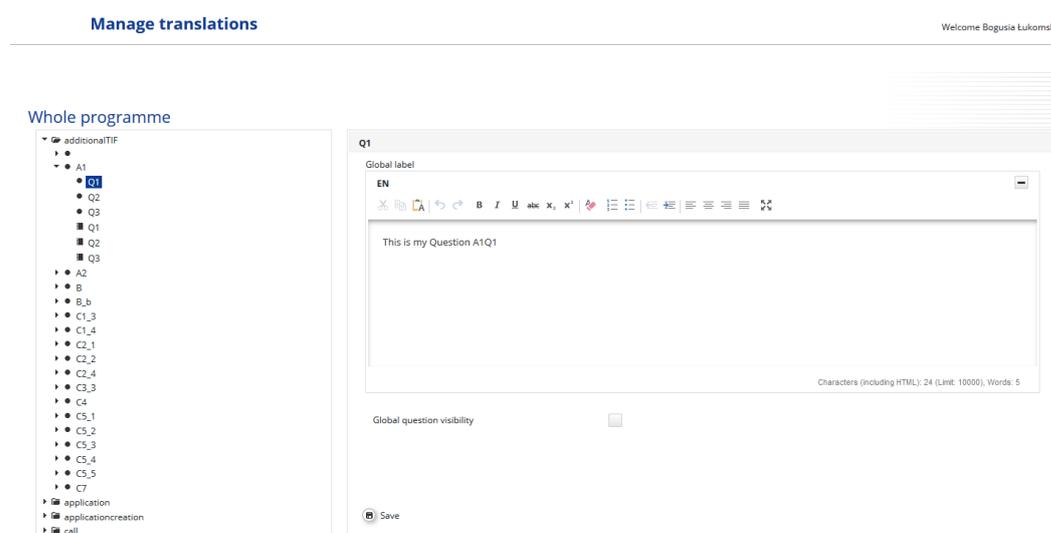


Figure 22 Global configuration for additional text fields

The configuration for call specific text fields can be done in the call specific translation tree (in the call management - “Manage Multilanguage for call”).

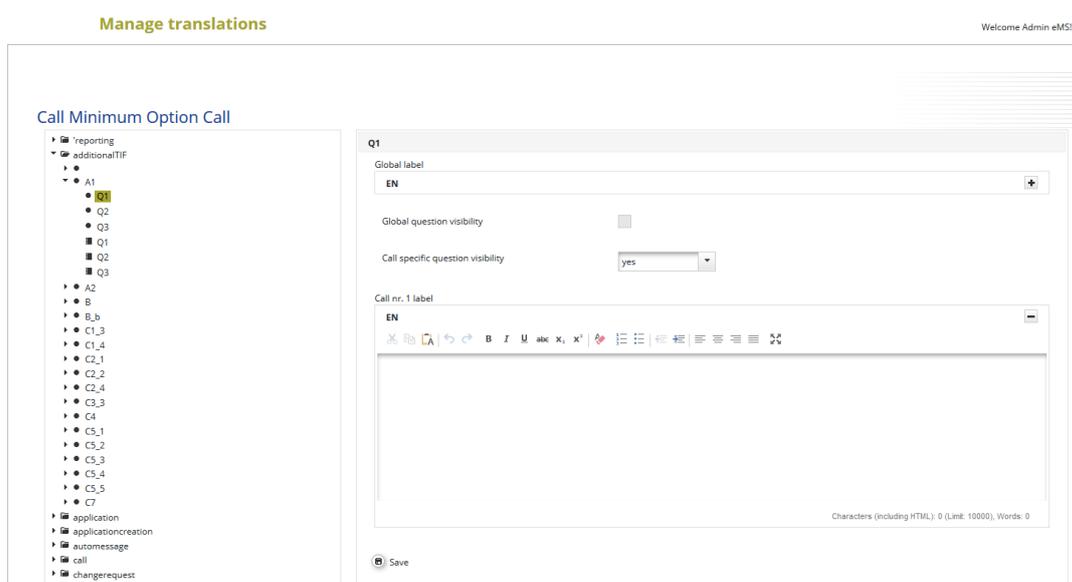


Figure 23 Call specific configuration for additional text fields

Bookmarking projects

Every user is able to bookmark a project, i.e. mark it for easier and quicker access.

How to bookmark a project

Projects can be bookmarked by clicking on the corresponding item on the left side menu in an opened application form. The same applies for removing a bookmark.

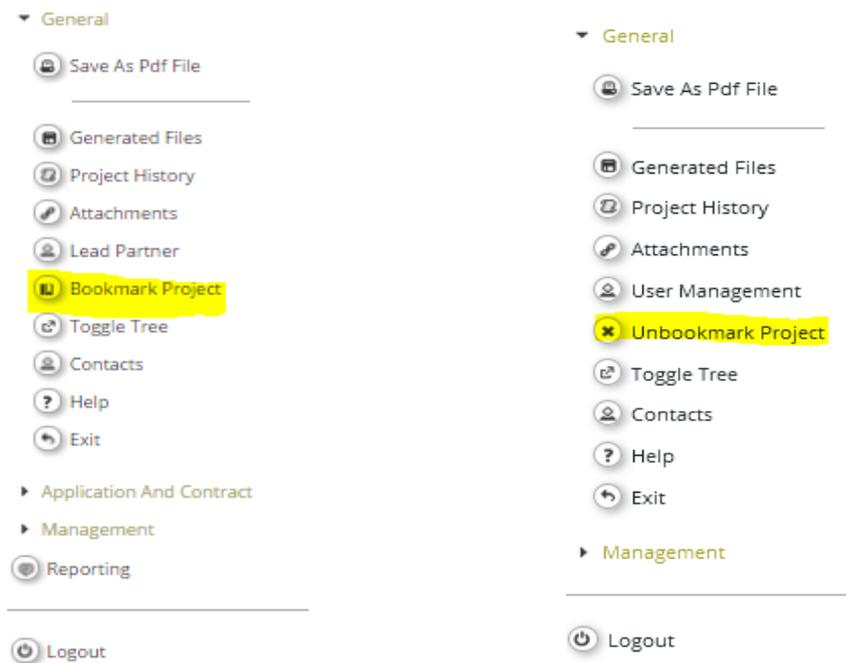


Figure 24 Bookmarking and Unbookmarking Projects

Browsing bookmarked projects

Bookmarked projects can be accessed by clicking the corresponding item on the left side menu of the main page.

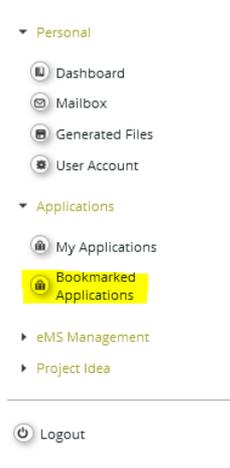


Figure 25 Bookmarked Applications

A list of the bookmarked projects will appear.

Project Id	Subprogramme	Name	Acronym	Start	End	Lead Partner	LP Nationality	Call	Specific Objective	Project State	ERDF	IPAF	View Project
ITP306		Test4FLChecklist1	Test4FLChecklist	06.03.2015	06.03.2017	My LP 1 in english	ÖSTERREICH	MaxTestCall2_0.11	Conservation and development of heritage	Contracted	€ 191 380.70	€ 0.00	View Reporting
ITP307		Katrin und die Galler 02	KaGa	10.03.2015	09.03.2018	Office for international cooperation	ÖSTERREICH	2steps2015	Conservation and development of heritage	Subm_hidden	€ 1 491 329.10	€ 0.00	View
ITP296	ITPSubprogramme 1	Test2_0.11	Test2_0.11	27.02.2015	27.02.2017	MyLP1	ÖSTERREICH	MaxTestCall2_0.11	Conservation and development of heritage	C1_accepted	€ 105.60	€ 0.00	View
ITP307		Katrin und die Galler 02_modified	KaGa	10.03.2015	09.03.2018	Office for international cooperation	ÖSTERREICH	2steps2015	Conservation and development of heritage	Contracted	€ 1 491 329.10	€ 0.00	View Reporting
ITP307		Katrin und die Galler 02	KaGa	10.03.2015	09.03.2018	Office for international cooperation	ÖSTERREICH	2steps2015	Conservation and development of heritage	Evaluated	€ 1 491 329.10	€ 0.00	View
ITP307		Katrin und die Galler 02	KaGa	10.03.2015	09.03.2018	Office for international cooperation	ÖSTERREICH	2steps2015	Conservation and development of heritage	Contracted	€ 1 491 329.10	€ 0.00	View Reporting
ITP307		Katrin und die Galler 02	KaGa	10.03.2015	09.03.2018	Office for international cooperation	ÖSTERREICH	2steps2015	Conservation and development of heritage	C1_accepted	€ 1 491 329.10	€ 0.00	View
ITP307		Katrin und die Galler 02	KaGa	10.03.2015	09.03.2018	Office for international cooperation	ÖSTERREICH	2steps2015	Conservation and development of heritage	C1_inprocess	€ 1 816 146.00	€ 0.00	View
ITP307		Katrin und die Galler 02	KaGa	10.03.2015	09.03.2018	Office for international cooperation	ÖSTERREICH	2steps2015	Conservation and development of heritage	Evaluated	€ 1 491 329.10	€ 0.00	View
ITP296	ITPSubprogramme 1	Test2_0.11	Test2_0.11	27.02.2015	27.02.2017	MyLP1	ÖSTERREICH	MaxTestCall2_0.11	Conservation and development of heritage	C1_done	€ 607.44	€ 0.00	View
ITP223		Claudia test 2015_01_12	CP2015_01_12	15.01.2016	14.12.2018	Lead partner	HRVATSKA	Max Call 1001	Reduce the time travelled for passengers	Recommended_under_conditions	€ 0.00	€ 0.00	View

Export As Xls

Figure 26 Browsing the Bookmarked Projects

Project Idea

This module serves for posting and sharing project ideas with the purpose of finding partners or provide inspiration for others.

How to insert a project idea

Needed user rights / privileges

In general, all the users could be able to see and share project ideas. However, they need to be assigned the following privileges:

- For viewing the list of project ideas, privilege SHOW_PROJECT_IDEAS is required.
- The user who wants to post a new idea needs to be assigned the privilege CREATE_PROJECT_IDEAS.

Inserting Project Ideas

For viewing project ideas, you need to navigate to the left-side menu section “Project Idea”.

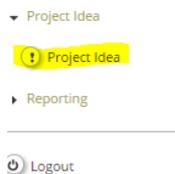


Figure 27 Project idea menu item

After selecting the “Project Idea” menu item you will be redirected to the Project Idea Overview where you can see other ideas and also insert your own ideas.

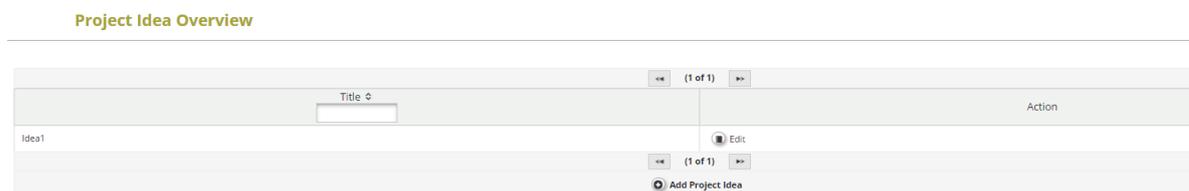


Figure 28 Project Idea Overview

When creating new project ideas you can fill in the name and description, specify whether you are looking for partner, describe partners and potential partners, etc.

Creating a project

Based on the idea, you can easily create a project by clicking the “Create Project” button at the bottom of the Project Idea page.

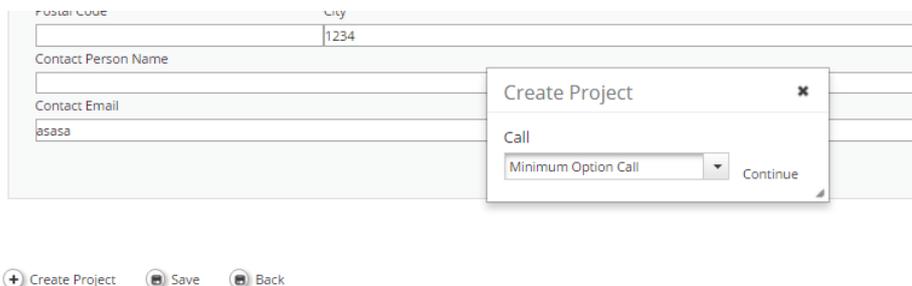


Figure 29 Creating a project from a project idea

Afterwards, you are only required to select a call and all the information (including details on partners) previously saved as project idea will be directly copied into the new project.

Searching for partners

If the checkboxes “Publicated” and “Partners Needed” are ticked, the Programme can publish the provided information on its website to allow potential partners to search.

There is currently no possibility in eMS to directly search for potential projects. A link to an external website has to be implemented by the programme.

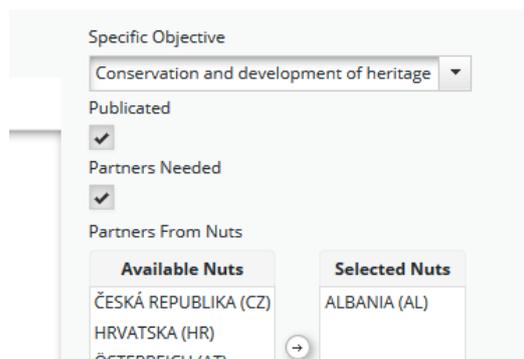


Figure 30 Searching for partners

Handover application to the lead partner

Handover application to the lead partner

Lead applicant handover to the lead partner

After a project is approved and before it can be contracted the lead applicant needs to hand the project over to the lead partner. This step in the workflow is optional and can be turned off for the entire programme (cannot be turned off for single projects) - for details please see below.

After the project is approved, the next time the lead applicant accesses the project, he/she sees a notification ‘Please hand over the project to the future lead partner’. It is displayed in the upper right corner of the page.



Figure 31 Handover notification

The lead applicant needs to access the Handover menu item, by clicking on the left side on the section “lead partner”.

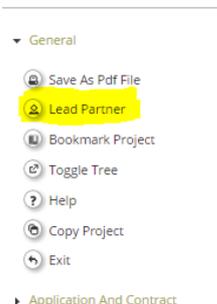


Figure 32 lead partner menu

The lead applicant needs to indicate a user name of the future lead partner. The user needs to be already registered in the eMS. It is possible to indicate his/her own user.



Figure 33 Handover

The handover needs to be accepted by the JS, only then it is valid. If it is accepted, the project changes its state to “Startup” and the lead partner can fill out the Supplementary Information section.

Acceptance of lead partner by the JS

In order for the Handover to be valid, the JS needs to accept the proposed lead partner. Any user having a privilege ‘JTS’ can access the list of handed over projects waiting for approval under ‘Handing Over to LP’ menu item.



Figure 34 JS handover view

The JS can see who the lead applicant was and who is proposed as a lead partner user. The JS can accept or reject the lead partner.

val	Proposed User For Lead Partner	Proposed By	Lead Partner Decision	View Project
	<input type="text"/>	<input type="text"/>		
	chrwerne3 	chrwerne	... 	 View
	pamperl 	claudia	... 	 View
	blukomska2 	blukomska	...  <div style="border: 1px solid #ccc; padding: 2px; width: fit-content;"> ... Approved Rejected </div>	 View

Figure 35 Accepting the lead partner by JS

If the JS rejects the proposed lead partner, the entire Handover process needs to be repeated. The lead applicant needs to propose a different user and request approval by JS.

Handing Over To LP

Project Id	Subprogramme	Name	Acronym	Start	End	Lead Partner	LP Nationality	Call	Specific Objective	Project State	ERDF	IFAI	MC Conditional Approval Date	MC Approval Date	Proposed User For Lead Partner	Proposed By	Lead Partner Decision	View Project
FP167		123456	123456	05.12.2014	25.12.2014		HRVATSKA	New Maximum Call	Reduce the time needed for passengers	Handover	€ 0.00	€ 0.00			chweine3	chweine		View
FP330		Claudia testing Desktop with Central Europe settings	CENTRAL Claudia	01.05.2015	30.04.2018	Ministry of Environment	HRVATSKA	Zoepped015_CENTRAL	Conservation and development of heritage	Handover	€ 205.381.25	€ 0.00	05.05.2015	01.05.2015	pampor	claudia		View

Export As Xls Save

Figure 36 Acceptance by JS

After acceptance the lead applicant (if not appointed a lead partner) loses access to most functionalities of the project. It only keeps read-only access to the version of the Application Form valid at the moment of Handover. The lead applicant has no access to the reporting dashboard, cannot see supplementary information and project history or modification requests.

Skipping Handover

Some Programmes want to skip the Handover as obligatory step in the workflow. It can be deactivated for the entire programme, cannot be skipped for single projects.

The configuration file “programme.properties” contains a configuration automaticHandoverToLeadPartner. If this is set to “true”, the handover is skipped for the users. Technically the system automatically hands over the application form to the same user as the lead applicant.

Contracting

Logged in as “ADMIN” or as a user with the privilege “MG_CONTRACT”, you can enter contracting in the section “Handover And Contracting” → “Contracting”.

▼ Handover And Contracting

-  Approved Projects
-  Reserve List
-  Handed Over To L P
-  **Contracting**
-  Contracted

Then you have to choose a project to contract by clicking on it. On the left side there will be the section “Application And Contract”. By clicking on “Subsidy Contract” you will enter contracting.

▼ Application And Contract

-  **Subsidy Contract**
-  Supplementary Information

How to manage contracting

In “Subsidy Contract” you will see an overview of the project identification, list of partners and some important budget summary tables. You can also enter a comment in the text box and in “Body Issuing The Subsidy Contract”.

It is also possible to print the subsidy contract. After clicking on “print” an html form of the contract will show up. This form can still be modified before clicking on print again and creating the contract as pdf.



By clicking “Approve Contract” and confirming it, the project receives the state “Contracted”.

Projects which are contracted are listed in the section “Handover And Contracting” → “Contracted”

▼ Handover And Contracting

-  Approved Projects
-  Reserve List
-  Handed Over To L P
-  Contracting
-  Contracted

How to change/adapt the contract template

The contract template is (like any other template in eMS) based on Apache Velocity. Please check out the “Adaptations” chapter for more details.

Supplementary information

Supplementary information represents a way of providing additional data by a lead partner.

How to insert supplementary information

Needed user rights / privileges

The user who wants to add supplementary information needs the privilege MG_STARTUP. The user might insert additional information after being approved as lead partner.

How to insert supplementary information

Supplementary information may be filled in by a lead partner after LP is confirmed by a JTS. For inserting supplementary information you need to navigate to the section “Application And Contract” → “Supplementary Information” in the left-side Menu.

Supplementary information enables inserting data concerning Project Management, Bank Information, FLC, User Assignment and Documents.

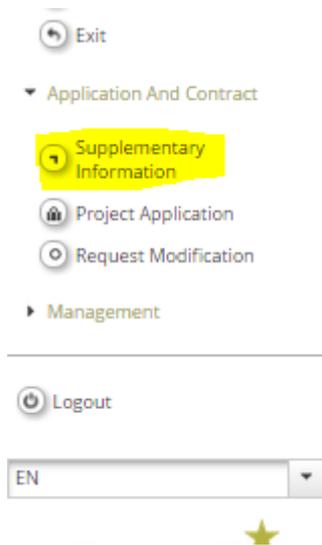


Figure 37 Supplementary Information

The supplementary information section is not locked. The lead partner is free to change the information at any time.

How to see and approving changes done in the supplementary information

As the lead partner is always free to change the data in the supplementary information, eMS allows seeing the changes.

In order to trace what was modified, the JTS can see in a comparing view, which elements have been changed. Changes can be confirmed by the JTS directly in the particular section.

ReportingTest1.2 ITP277 Show More **Supplementary Information**

Project Management **Bank Information** FLC > State Aid > User Assignment > Outputs > Codes > Partnership Agreement >

Procurements Above The Thresholds

View Changes Confirm Changes
Changes In Bank Information

Compare Changes ✕

@Bank Information

@Name of the Bank	Interact Bank Test
@Street	
@HouseNumber	
@Postal Code	
@City	
@NUTS	CZ031

@Bank Data

@Account Number	++++++567890
@Iban	1111
@Swift	1111
@Nat Bank Code	1111
@Internal Reference	1111
@Holder of the Account	

Bank Information

Bank Information Of The Lead Partner

Name Of The Bank

Interact Bank Test

E-mail Address

NUTS 0

ČESKÁ REPUBLIKA (CZ)

From All Regions:

NUTS 2

Jihozápad (CZ03)

NUTS 3

Jihočeský kraj (CZ031)

Uploads

Figure 38 Compare changes and confirm

Hiding not used forms for lead partner in supplementary information

The eMS allows to configure, if the lead partner has access to certain sections of the application form. This configuration hides the respective forms. For example this might be useful in case your programme has a centralized FLC. You might not need the FLC section then.

The configuration can be done in a configuration file “programme.properties” by setting the following configuration elements:

```
#Project Management
subLP_PM=true
#Bank Information
subLP_BI=true
#FLC Requests
subLP_FLC=true
#User Assignment
subLP_UA=true
#Documents
subLP_DC=true
```

Setting the properties to “true” makes the respective elements visible for the lead partner, “false” hides them. All other tabs are not meant to be used by the lead partner - only privileged users should get access.

Access restrictions for privileged users

Each section in the supplementary information has read and read/write privileges, which can be assigned to user roles.



SU_AI_R	Additional Information read access
SU_AI_W	Additional Information write access
SU_BI_R	Bank information section read access
SU_BI_W	Bank information section write access
SU_FLC_R	FLC section read access
SU_FLC_W	FLC section write access
SU_OU_R	Output trail section read access
SU_OU_W	Output trail section write access
SU_PM_R	Project management section read access
SU_PM_W	Project management section write access
SU_SA_R	State aid section read access
SU_SA_W	State aid section write access
SU_UA_R	User assignment section read access
SU_UA_W	User assignment section write access
SU_CO_R	Codes section read access
SU_CO_W	Code section write access

Sections available to the lead partner

Project Management

Project Management includes information concerning Project Manager, Financial Manager of the Project and Communication Manager of the Project. Details on partner institution and accredited person responsible for the particular position are to be provided in these sections.

Project Management

Project Manager

Partners -	
Name Name	Last Name Last Name
Title Mr	
Name Of The Institution	
NUTS 0 ČESKÁ REPUBLIKA (CZ)	Street House Number
From All Regions <input type="checkbox"/>	Postal Code City
NUTS 2 Jihozápad (CZ03)	
NUTS 3 Jihočeský kraj (CZ031)	

Figure 39 Supplementary information concerning Project Manager

Bank Information

Bank information includes details on the Bank of the Lead Partner such as name and full address. Further data involve specific bank connection data including Account Number, IBAN, SWIFT, Nat Bank Code, Internal Reference and Holder of the account.

FLC

Supplementary information contains details on the contact person of the FLC institution as well as the name and full address of the FLC.

User Assignment

The User Assignment section enables the Lead Partner to assign specific user(s) to all project partners. Only users assigned to a PP are allowed to create and submit reports for partner reports.

Documents

In the Documents section, the location of the official project documentation has to be provided. This information can be entered by a partner.

Sections available to the authorities

State aid

In case of state aid, the authorities can make notes and upload documents. These notes can be added per partner.

Project Management > Bank Information > FLC > **State Aid** > User Assignment > Outputs > Codes > Documents

Partner 1 Group of Archeologists - LP [↗](#)

State Aid 1

Delete Stateaid

State Aid Relevant Activities

<input type="checkbox"/> De Minimis	<input checked="" type="checkbox"/> G B E R	<input type="checkbox"/> Aid Intensity	0.00%
-------------------------------------	---	--	-------

Amount Granted Under De Minimis Nat Currency	Amount Granted Under De Minimis	Amount Granted Under The G B E R Or Other Nat Currency	Amount Granted Under The G B E R Or Other
0.00	€ 0.00	0.00	€ 0.00

Currency: EUR - EURO G B E R Article

Comment: Other

Type Of Enterprise: Small To Medium Enterprise Date Of Granting: 14.08.15 State Aid Relates To Advances: Yes

Sector Of Activity: Comment:

Upload

Attachments	Upload Date	Uploaded By	Filetype
No records found.			

Figure 40 State aid

Outputs

The authorities (usually the JTS) can make notes on the outputs of a project. For example, they can add the address of the output, upload attachments or mark the output as available in the final version.

Here they can mark an output as being publishable. eMS does not publish outputs automatically. But external systems could use this information and e.g. provide the output on the programme website.

Outputs

Output T1.1.1 -

Description Of The Project Output

Quantification 0.00 Item Expected Delivery Date 30.06.2016

Responsible Project Partner No Partner Delivery Date(Final Product) Final Version Available

Description

Address Language

Postcode City Type Of Output

Nuts Region Nuts 0 Comment

From All Regions

Nuts 2

Jadranska Hrvatska (HR03)

Nuts 3

Istarska županija (HR036)

Approved By JS For Publishing

Upload

Attachments	Filetype	Date	User
No records found.			

[Return To Reporting](#)

Figure 41 Outputs

Codes

The codes section needs to be filled in by the authorities as well. Here the different categories of intervention are visible. The different dimensions of codes are visible. Only the codes are visible, which have been selected in “Manage Programme” under the priority axes.

Codes

Partners

Partners	Nuts	Fund
Group of Archeologists	Wien (AT130)	ERDF
Hrvatski restauratorski zavod	Istarska županija (HR036)	ERDF

Priority Axis: Environmental Protection

Dimensions

<input type="checkbox"/>	Dimensions I
<input type="checkbox"/>	Research and innovation processes in large enterprises
<input type="checkbox"/>	Generic productive investment in small and medium -sized enterprises ('SMEs')
<input type="checkbox"/>	Dimensions T
<input type="checkbox"/>	Large Urban areas (densely populated >50 000 population)
<input type="checkbox"/>	Small Urban areas (intermediate density >5 000 population)
<input type="checkbox"/>	Dimensions M
<input type="checkbox"/>	Other integrated approaches to sustainable urban development
<input type="checkbox"/>	Integrated Territorial Investment — Urban
<input type="checkbox"/>	Dimensions F
<input type="checkbox"/>	Non-repayable grant

Figure 42 Codes

Partner Report

Once a project is contracted, the reporting section becomes available to project partners. Partner reports cover activities and expenditure of individual project partners and need to be verified by national controllers (called FLC in the eMS). All partner reports need to be created for reporting periods as they are defined in the application form.

Access a partner report

Needed user rights / privileges

Users do not need any special privilege to create and/or submit a partner report. The access to a partner report is granted via assigning users as partners by the Lead Partner in the “Supplementary Information” → “User Assignment” section.

Lead Partners can access the ‘User assignment’ section of the Supplementary Information and allocate users. For this, a person/institution needs first to become an eMS user (for more information please see chapter ‘User creation’). Each partner can have multiple users and they will all have the same access to the partner report.

Please note that it is possible to also allocate users to the Lead Partner and they will have access to the Lead Partner report. Those users will not be able to create a project report as currently only one user (the one accepted by JS in handover phase, or in case of automatic handover the same as Lead Applicant) has the Lead Partner role in the eMS.

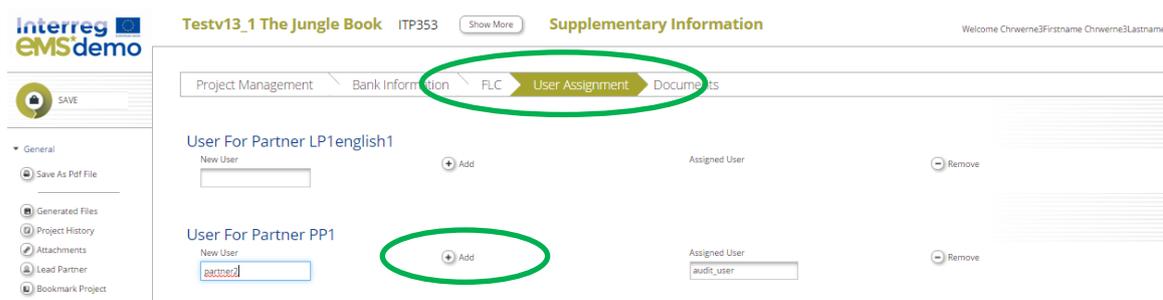


Figure 43 Partner User assignment - Supplementary Information

User privileges that can be especially useful for reporting by project partners include:

R_FINANCE_REPORT_DETAILS_PROCESSING; gives access to the right-hand side of the financial report (see below)

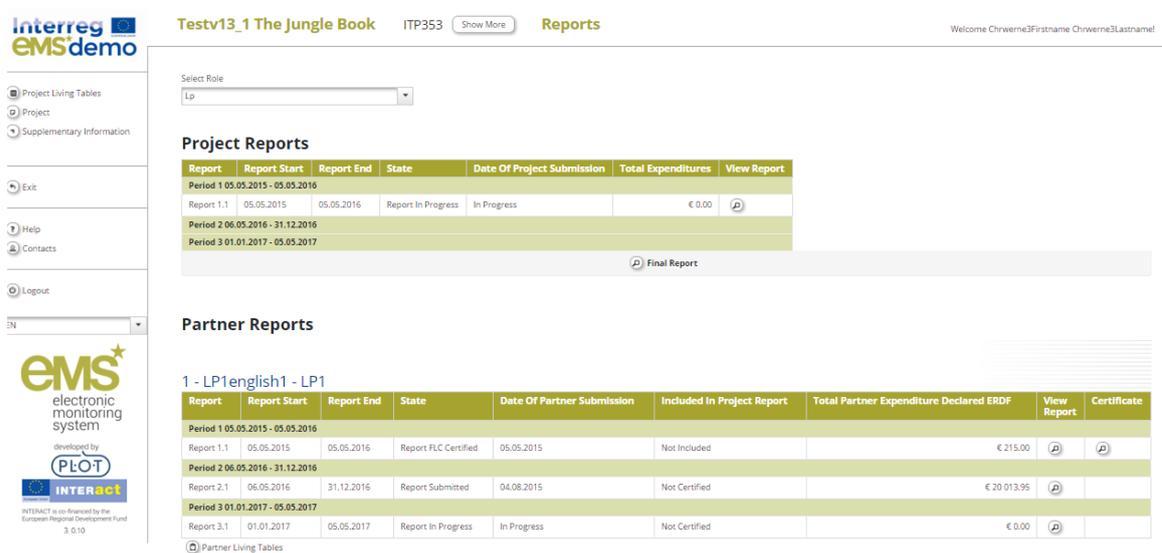
R_FLC_CERTIFICATE; allows viewing of the finalised FLC certificate

SU_XX_R; SU_XX_RW; provides write and/or read access to individual tabs of the supplementary information. XX is a placeholder for abbreviations of supplementary information tabs such as 'SU_PROCUREMENT_RW', which provides read and write access to the public procurement tab.

All privileges need to be assigned to the 'applicant' role.

Generating partner reports

Partner reporting technically starts with the signature of the subsidy contract. You can immediately tell that the status of your project has changed into 'contracted' because the Lead Partner and all other partners, when accessing their project, are automatically directed to the overview of partner and project reports ('Reporting overview'). Previously, before signing, you were directed to the application form.



The screenshot displays the 'Reporting overview' page for project 'Testv13_1 The Jungle Book'. The interface includes a left-hand navigation menu with options like 'Project Living Tables', 'Project', 'Supplementary Information', 'Exit', 'Help', 'Contacts', and 'Logout'. The main content area is divided into two sections:

Project Reports

Report	Report Start	Report End	State	Date Of Project Submission	Total Expenditures	View Report
Period 1 05.05.2015 - 05.05.2016						
Report 1.1	05.05.2015	05.05.2016	Report In Progress	In Progress	€ 0.00	
Period 2 06.05.2016 - 31.12.2016						
Period 3 01.01.2017 - 05.05.2017						
Final Report						

Partner Reports

1 - LP1english1 - LP1

Report	Report Start	Report End	State	Date Of Partner Submission	Included In Project Report	Total Partner Expenditure Declared ERDF	View Report	Certificate
Period 1 05.05.2015 - 05.05.2016								
Report 1.1	05.05.2015	05.05.2016	Report FLC Certified	05.05.2015	Not Included	€ 215.00		
Period 2 06.05.2016 - 31.12.2016								
Report 2.1	06.05.2016	31.12.2016	Report Submitted	04.08.2015	Not Certified	€ 20 013.95		
Period 3 01.01.2017 - 05.05.2017								
Report 3.1	01.01.2017	05.05.2017	Report In Progress	In Progress	Not Certified	€ 0.00		

At the bottom left, there is a logo for 'ems electronic monitoring system' developed by 'PLOT', and a note that 'INTERact' is co-financed by the European Regional Development Fund 3.0.10.

Figure 44 Reporting overview

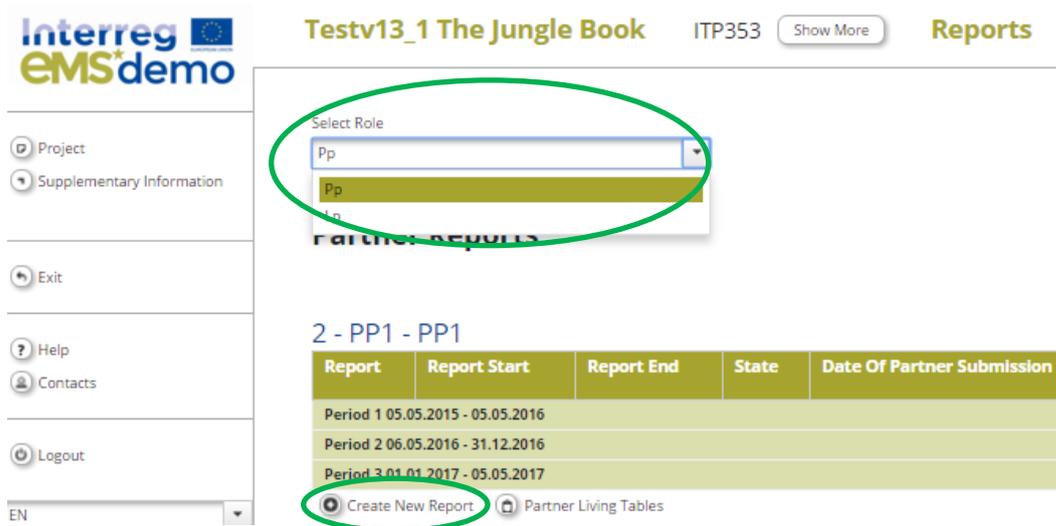
It is of course still possible to see the project application form, which is accessible from the left-side menu under a menu item 'Project'. This menu item always leads to the latest approved application form. Older versions of the application form are available in the 'project history'.

If a user has multiple roles in the system (e.g. Lead Partner and partner and/or programme authority at the same time¹), it is necessary to select the role from the dropdown menu at the top of the interface called ‘Select role’.

Note

Lead Partners must create their own partner reports as ‘PP’, not as ‘LP’. The LP role is exclusively for creating ‘Project progress reports’.

For creating a new partner report, you need to click “Create New Report” under the table displaying an overview of partner reports. Afterwards, you are redirected to a partner report corresponding to chosen reporting period.



The screenshot shows the Interreg EMS demo interface. At the top, there is a header with the logo, project name 'Testv13_1 The Jungle Book', ID 'ITP353', and a 'Show More' button. Below the header, there is a navigation menu on the left with options like Project, Supplementary Information, Exit, Help, Contacts, Logout, and EN. The main content area shows a 'Select Role' dropdown menu with 'Pp' selected and highlighted. Below the dropdown, there is a table with the following data:

Report	Report Start	Report End	State	Date Of Partner Submission
Period 1	05.05.2015	05.05.2016		
Period 2	06.05.2016	31.12.2016		
Period 3	01.01.2017	05.05.2017		

Below the table, there are two buttons: 'Create New Report' and 'Partner Living Tables'. The 'Create New Report' button is circled in green.

Figure 45 ‘Select role’ drop-down and create new report

Each partner report is given a number that consists of a period number and a report number.

¹ This is a rare case but possible in test environments or in case of TA institutions (e.g. JS user is a TA project partner and JS at the same time)

Report	Report Start
Period 1 29.04.2016 - 29.04.2017	
Report 1.1	29.04.2016
Period 2 30.04.2017 - 29.04.2018	
Report 2.1	30.04.2017
Period 3 30.04.2018 - 29.04.2019	
Report 3.1	30.04.2018
Report 3.2	30.04.2018
Period 4 30.04.2019 - 29.04.2020	
Report 4.1	30.04.2019

Partner Living Tables

Figure 46 - Partner report number showing reporting period and report number

Attention

By default, it is possible to create just one report per period, but the JS may allow additional reports for the same period.

It is possible to delete a partner progress report as long as it is not submitted to the FLC. In order to delete the report, please click on ‘Delete report’ in the report menu to the left. All users assigned to the partner are able to create and to delete a partner report.

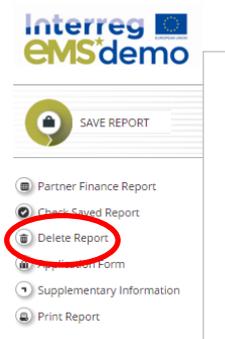


Figure 47 Deleting partner reports

Lead partners can view reports of all project partners, once they have been created by the partner. Lead partners can view also not submitted partner reports.

Select Role

Lp

Project Reports

Report	Report Start	Report End	State	Date Of Project Submission	Total Expenditures	View Report
Period 1 09.06.2016 - 09.06.2018						
Report 1.1	09.06.2016	09.06.2018	Report Submitted	09.06.2016	€ 2 150.00	

Figure 48 To view partner reports, lead partners need to select the role ‘lead partner’.

In case the lead partner wants the right to also edit and submit partner reports, the lead partner user must be added to the partner as a user in the user assignment of the supplementary information.

Project Management > Bank Information > FLC > **User Assignment** > Documents > Partnership Agreement > Procurements Above The Thresholds

User For Partner AT cooperation agency

New User + Add

Assigned User - Remove

User For Partner Croatpartner

New User + Add

Assigned User - Remove

User For Partner Albanian Partner

New User + Add

Assigned User - Remove

Figure 49 To edit partner reports, lead partners need to assign their user in the ‘user assignment’

Filling-in a partner report

Partner reports consist of several sections (i.e. ‘Partner report’, ‘List of expenditure’, ‘Contribution and forecast’ and ‘Attachments’), each of which must be filled with information.

Fields in the partner report depend on the application form of the project and are in line with call setup of the AF (see below for examples).



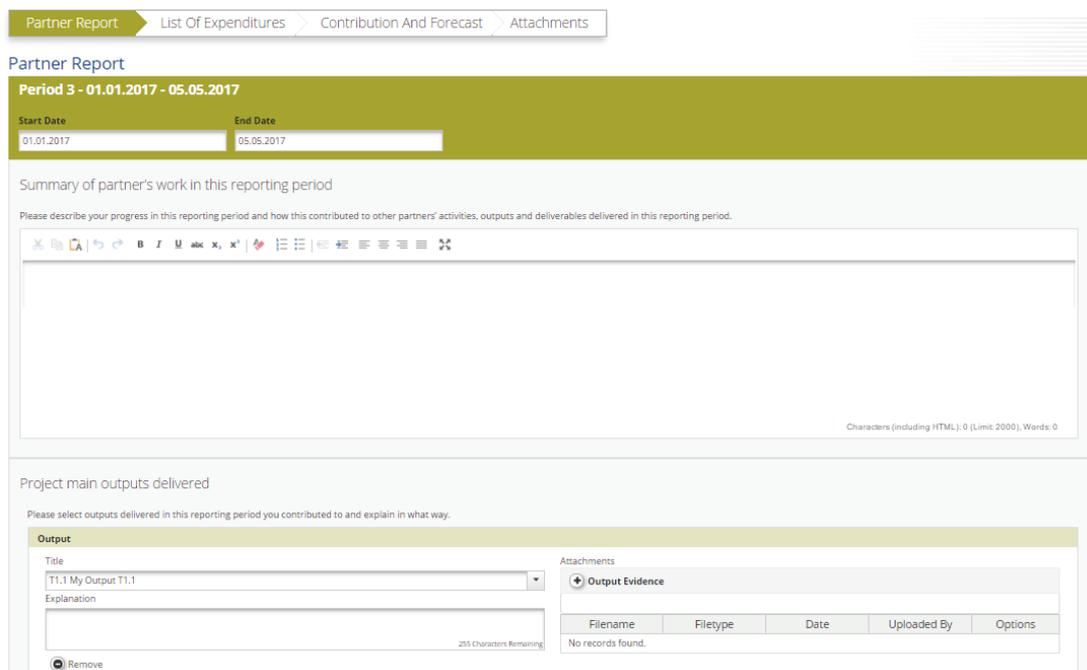
Figure 50 Partner report - Sections

‘Partner report’ Tab

The ‘Partner report’ section focuses on activities implemented throughout the reporting period. It contains general descriptions of activities as well as reporting per Work Package.

This section asks you to describe activities during the reporting period (‘Summary of partner’s work in this reporting period’).

To provide information on specific outputs, please select each applicable output from a drop-down which lists all outputs included in the AF. It is possible to upload documents for each output under ‘Output evidence’.



The screenshot shows the 'Partner Report' tab selected in the navigation bar. The main heading is 'Partner Report' with a sub-heading 'Period 3 - 01.01.2017 - 05.05.2017'. Below this, there are fields for 'Start Date' (01.01.2017) and 'End Date' (05.05.2017). The main content area is titled 'Summary of partner's work in this reporting period' and contains a rich text editor with a toolbar and a large empty text area. Below the text area, there is a section titled 'Project main outputs delivered' with a sub-heading 'Please select outputs delivered in this reporting period you contributed to and explain in what way.' This section contains a table with columns for 'Title', 'Explanation', and 'Attachments'. The 'Title' column has a dropdown menu with 'T1.1 My Output T1.1' selected. The 'Explanation' column has a text area with '255 Characters Remaining'. The 'Attachments' column has a table with columns for 'Filename', 'Filetype', 'Date', 'Uploaded By', and 'Options', and a message 'No records found.'.

Figure 51 Reporting on activities - summary and description of outputs

Partner reports also contain a section to provide information on the target groups reached. For each target group selected in the AF, information can be provided.

Figure 52 Reporting on target groups - Open fields by pressing 'Add Targetgroup'

Below you can report on individual work packages. The list of work packages depends on the work packages included in the approved application form. The example report shown below has the work package management and one implementation work package. You will see all work packages, even if you have not been assigned to a work package in the AF.

Reports of individual work packages should contain descriptions of activities, problems (if any) and information on individual deliverables with evidence in the form of an attachment.

Deliverables are reported by clicking on 'Add deliverable' under the relevant work package. The drop-down shows all deliverables listed in the AF.

Reporting per Work Package

Figure 53 Reporting per Work Package - add deliverable by pressing 'Add deliverables'

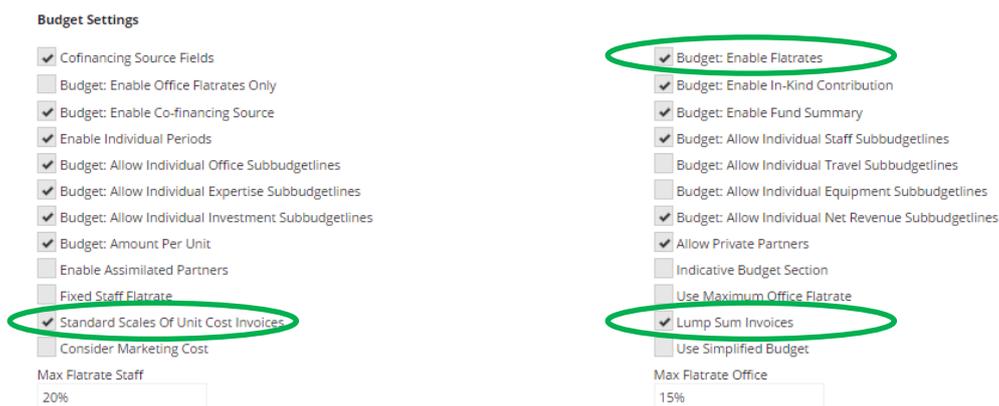
List of Expenditures (LoE)



Figure 54 Navigation bar - List of Expenditures

Financial reporting is done through the List of Expenditures (LoE) section. Every programme can decide how detailed partner financial reporting in the eMS should be. The minimum required by the system is reporting per partner/period/work package and budget line. The system however supports also reporting on a single invoice level. Partner and period are determined by the partner report itself (each report refers to just one partner and one period), the work package and budget line must be selected for every item in the LoE.

Functionalities of LoE depend on the call setup and application form. If in the call the programme allows the use of flat rates, lumps sum and/or standard scales of unit costs, related fields will be activated in the LoE.



Budget Settings	
<input checked="" type="checkbox"/> Cofinancing Source Fields	<input checked="" type="checkbox"/> Budget: Enable Flatrates
<input type="checkbox"/> Budget: Enable Office Flatrates Only	<input checked="" type="checkbox"/> Budget: Enable In-Kind Contribution
<input checked="" type="checkbox"/> Budget: Enable Co-financing Source	<input checked="" type="checkbox"/> Budget: Enable Fund Summary
<input checked="" type="checkbox"/> Enable Individual Periods	<input checked="" type="checkbox"/> Budget: Allow Individual Staff Subbudgetlines
<input checked="" type="checkbox"/> Budget: Allow Individual Office Subbudgetlines	<input type="checkbox"/> Budget: Allow Individual Travel Subbudgetlines
<input checked="" type="checkbox"/> Budget: Allow Individual Expertise Subbudgetlines	<input type="checkbox"/> Budget: Allow Individual Equipment Subbudgetlines
<input checked="" type="checkbox"/> Budget: Allow Individual Investment Subbudgetlines	<input checked="" type="checkbox"/> Budget: Allow Individual Net Revenue Subbudgetlines
<input checked="" type="checkbox"/> Budget: Amount Per Unit	<input checked="" type="checkbox"/> Allow Private Partners
<input type="checkbox"/> Enable Assimilated Partners	<input type="checkbox"/> Indicative Budget Section
<input type="checkbox"/> Fixed Staff Flatrate	<input type="checkbox"/> Use Maximum Office Flatrate
<input checked="" type="checkbox"/> Standard Scales Of Unit Cost Invoices	<input checked="" type="checkbox"/> Lump Sum Invoices
<input type="checkbox"/> Consider Marketing Cost	<input type="checkbox"/> Use Simplified Budget
Max Flatrate Staff 20%	Max Flatrate Office 15%

Figure 55 Call setup - cost types

If the call options 'Standard Scales of Unit Cost Invoices' and/or 'Lump Sum Invoices' are activated in the call setup, the system will propose the appropriate input forms. 'Real cost' is always available.

List Of Expenditures

Options	Budget Line ↕	WP ↕	Int Ref No ↕	Inv No ↕	Inv Date ↕	Paym Date ↕
	<input type="text"/>					

No Match Found

Export Save Columns Columns



Figure 56 List of Expenditure - cost types

Real cost items

After clicking on 'Add real cost' a pop-up appears, where the system asks you to give basic information on the cost item. It is necessary to allocate each expenditure item to one budget line and one work package. It is also obligatory to indicate 'Total Value of Item in Original Currency' and 'Declared amount in Original Currency'. Other fields are not obligatory by default and can be left empty. A programme may decide to oblige partners to fill out other fields by adding a validation plugin which is called each time Partner clicks on 'Add' button.

The 'Purchase of Land' tick box is optional and is visible only if a call option 'Enable Purchase Of Land' is activated.

It is possible to upload one or multiple attachments to each of the expenditure items by clicking the 'Upload' button. Once a button is clicked, a dialogue box is shown where it is possible to upload different items. Starting from eMS version 3_1.0, the uploaded files are always visible in the dialogue box, not only in the List of Expenditure. It is also possible to download all the attachments related to one expenditure item at once, using 'download all attachments' option.

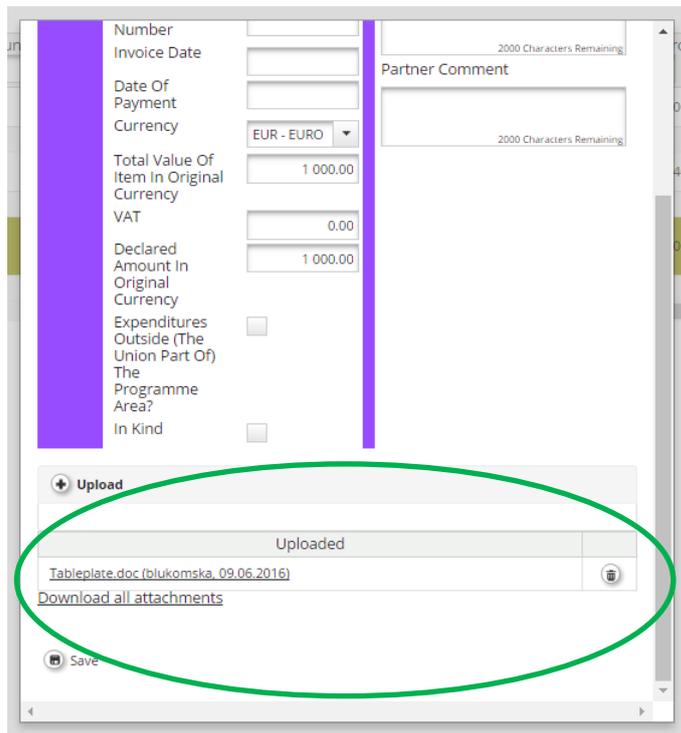


Figure 57 uploading/downloading attachments in the List of Expenditure

It is possible to introduce expenditure in different currencies and the system converts it automatically into EUR using the currency conversion rate applicable at the moment of entering the information into the pop-up. Please see below ‘Currency exchange’.

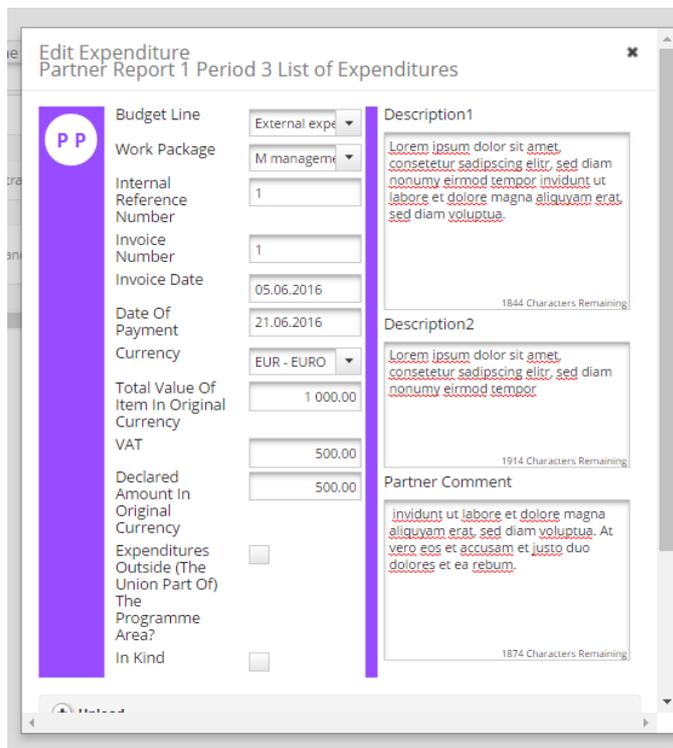


Figure 58 Adding Expenditures - Real Cost

Flat Rates

If you have Staff cost and/or Office and administration flat rates approved in the application form, the system will automatically calculate flat rates based on relevant inputs into the List of Expenditures.

Attention

It is not possible in the eMS to have flat rates for Staff Costs without also having flat rates for Office and administration! Staff cost flat rates should be based on project direct cost and in case Office and administration is reported on real cost basis it can include both direct and indirect cost and the system cannot calculate Staff costs flat rate.

Technically, the system adds artificial flat rate invoices per Work package, calculating the flat rate percentage from inputs in other relevant budget lines.

Please note, it is not possible to add real cost invoices to budget lines covered by flat rates. It is also not possible to modify the amount claimed based on flat rates (neither by project partner nor by any of the authorities verifying the report).

Partner Report > List Of Expenditure > Contribution And Forecast > Attachments

List Of Expenditure

Seq No	Budget Line	Wp	Int Ref No	Inv No	Inv Date	Paym Date
1	Staff costs	P Preparation			15.05.2015	
2	Staff costs	M Management			15.05.2015	
3	Staff costs	T1 Implementation 1			15.05.2015	
1	Office and administration	P Preparation			15.05.2015	
2	Office and administration	M Management			15.05.2015	
3	Office and administration	T1 Implementation 1			15.05.2015	
1	Travel and accomodation	M Management	225	F2154	01.05.2015	16.05.2015
2	Travel and accomodation	P Preparation	36	25465887	03.05.2015	03.05.2015
1	Equipment	M Management	25	25698	01.05.2015	31.05.2015
1	Investment	T1 Implementation 1	hh	h54589	03.05.2015	17.05.2015

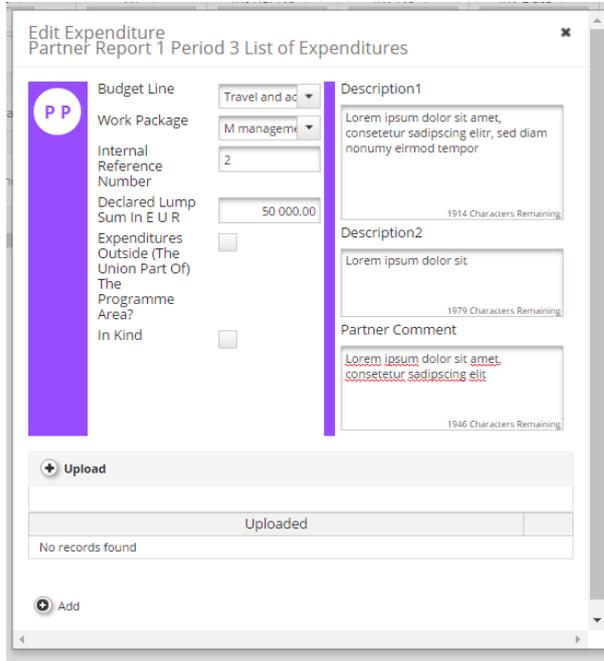
Export Save Columns Columns

Figure 59 Adding Expenditures - Flat rates

Lump Sums

If lump sums are activated in the call setup, the ‘Add Lump Sum’ button is available in the List of Expenditure. After clicking on it, a relevant pop-up appears. You need to allocate the lump sum to a budget line and work package and indicate the declared

lump sum in EUR. Other fields are not obligatory to be filled out. Similarly to real cost input form, there can be a validation plugin installed which is called when ‘Add’ button is clicked.



PP

Edit Expenditure
Partner Report 1 Period 3 List of Expenditures

Budget Line: Travel and ac

Work Package: M managem

Internal Reference Number: 2

Declared Lump Sum In E U R: 50 000.00

Expenditures Outside (The Union Part Of) The Programme Area?

In Kind

Description1: Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor. 1914 Characters Remaining

Description2: Lorem ipsum dolor sit. 1979 Characters Remaining

Partner Comment: Lorem ipsum dolor sit amet, consetetur sadipscing elit. 1946 Characters Remaining

Upload

Uploaded
No records found

Add

Figure 60 Adding Expenditures - Lump Sums

Standard Scales of Unit Costs

If standard scales of unit costs are activated in the call setup, an ‘Add Standard Scales of Unit Costs’ button is available in the List of Expenditure. After clicking on it, the relevant pop-up appears. You need to allocate costs to a budget line and work package and give the unit cost in EUR and number of units. Declared amount in EUR is calculated automatically. Other fields are not obligatory to be filled out but there is additional field ‘Definition of Unit’ applicable only to ‘Standard Scales of Unit Costs’. Similarly to real cost input form, there can be a validation plugin installed which is called when ‘Add’ button is clicked.

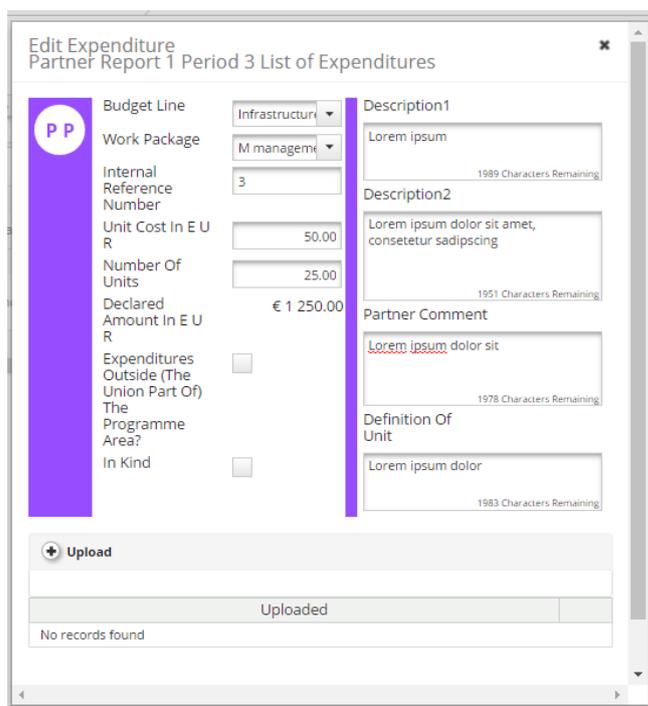


Figure 61 Adding Expenditures - Standard Scales of Unit Costs

Additional options

In the LoE you should mark any expenditure spent outside (the Union part of) the programme area. These will be summed up in the appropriate report summary table and taken over to project and programme statistics. Please note that it is possible to change this checkbox also during management verifications, if FLC considers it was checked incorrectly.

If the call option ‘Budget: Enable In-Kind Contribution’ is activated, the relevant checkbox is available in the pop-up. In case any of the expenditure is financed as in-kind contribution, it should be marked in the pop-up when adding the item.

If the programme allows for purchase of land to be eligible cost and the call option ‘Enable purchase of land’ is activated, additional checkbox ‘Purchase of land’ will be available in all the input forms.

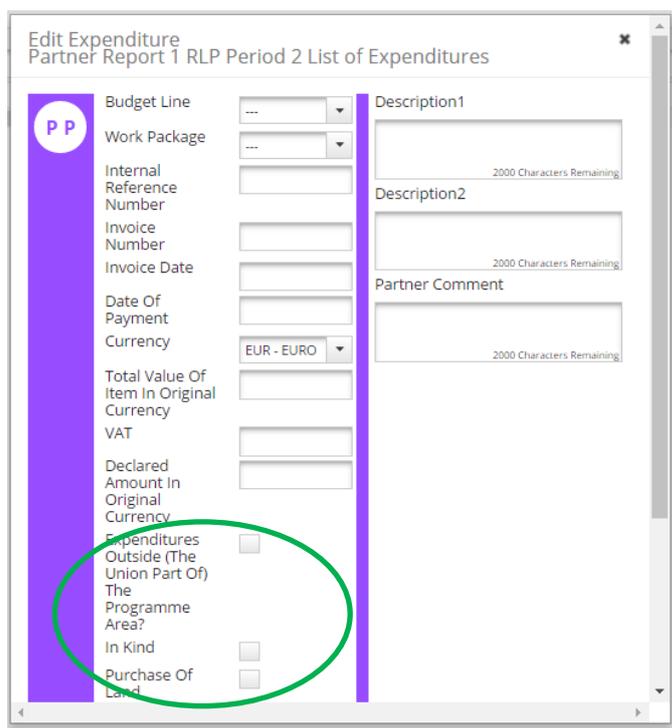


Figure 62 additional options in the List of Expenditure

Scrolling the LoE from left to right

The LoE can be scrolled by pressing the middle-mouse-button (press it and move around in the table). This was already possible previously but feature is hard to detect.

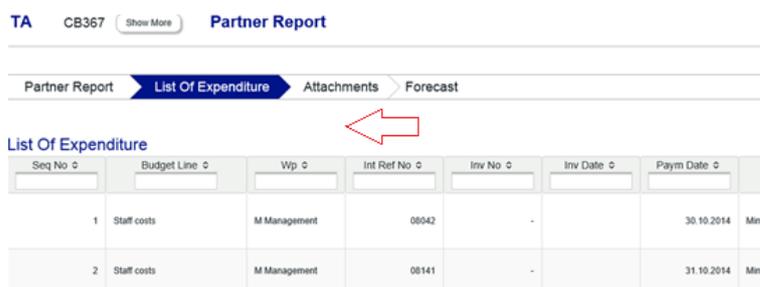


Figure 63 Scrolling the LoE

Currencies other than Euro

Amounts introduced into the eMS in currencies different than EUR will automatically be re-calculated into EUR based on available exchange rates of the European Commission

(http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm).

The system recalculates the amounts several times - first time when the expenditure item is created and each time it is modified before submission. The value is updated when clicking on 'check saved report' and once more at the moment of submission of the report to the FLC. It is not modified ever again, even if the report is reverted to the partner and re-submitted the exchange rate from the moment of submission is the valid one.

Skipping work packages in reporting

With eMS version 3_2 eMS contains an option to not use work packages in the financial reporting. Programmes can decide per call, if project partners need to assign expenditures to work packages, or if they are only linked to the partner and the budget line.

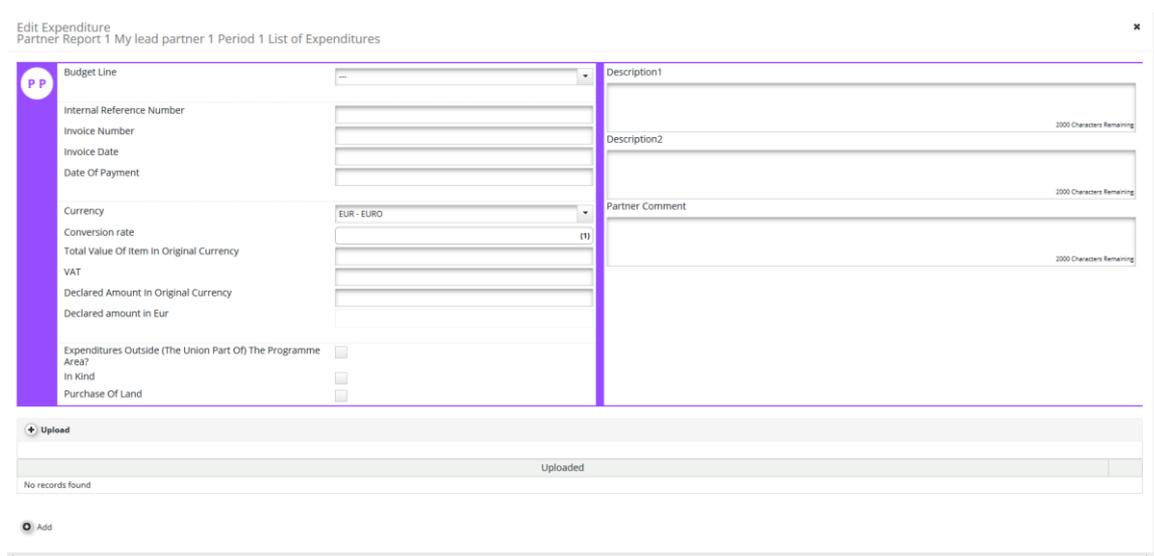
Technically (invisible to the user), the software links all costs to the management work package.

Enable lump sum preparation cost - Does not go through Flc
 Enable advance payments to projects
 Do not use workpackages in financial reporting

Max Flatrate Staff

20%

In the popup for the list of expenditure, the dropdown for work package selectin is hidden.



As well all overview tables showing expenditures per work package (and other dimensions are hidden.

Contribution and Forecast



Figure 64 Navigation bar - Contribution and Forecast

In the Contribution and Forecast section, you are asked to forecast spending for the next partner report and you need to provide information on the financial contribution. Moreover, in case of in-kind contribution, you are requested to specify the in-kind contribution.

Report Forecast

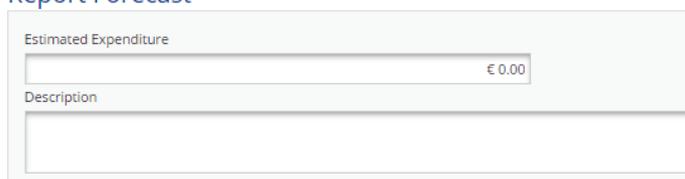


Figure 65 Spending Forecast

The system calculates the total In-kind contribution reported in the List of Expenditure (summing up all invoices where the checkbox 'in kind' is selected), only the description should be given by the partner here.

In-kind contribution fields are only visible if the programme allows for reporting in-kind and the relevant call option is activated.

In Kind Contribution

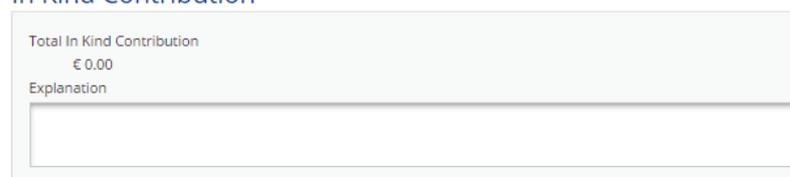


Figure 66 In-kind contribution

In this section you need to specify the source(s) of partner contribution matching the ERDF (or other funds). The eMS gives the partner target amount (i.e. the total contribution calculated by deducting the fund co-financing from total eligible expenditure introduced in the List of Expenditures). The system proposes the same sources of contribution as specified in the application form. New sources can also be added by clicking on the 'Add contribution' button.

The total value of contribution from all sources needs to match the target value. The exact information on sources of partner contribution is necessary to calculate the total public expenditure at CA level.

Follow-up Of Partner Contribution

Target Partner Contribution Value
€ 25 000.00

Name Of Contribution	Legal Status	Total Amount Indicated In The Application Form	% Of Total(According To A F)	Previously Reported	Current Report	Total Reported So Far	Percentage Of Total Reported
LP	public	€ 0.00		€ 0.00		€ 0.00	
Sub Total Public Contribution		€ 0.00		€ 0.00	€ 0.00	€ 0.00	
Sub Total Private Contribution		€ 0.00		€ 0.00	€ 0.00	€ 0.00	
Total Contribution		€ 0.00		€ 0.00	€ 0.00	€ 0.00	

Export Add Contribution Save Report

Figure 67 Follow-up of Partner Contribution

Attention

The system has a built-in check, which does not allow submitting a report where the sum of all sources of partner contribution does not match the target value.

Report Attachments



Figure 68 Navigation bar - Attachments

Partners are also allowed to upload additional attachments related to the entire report. A list of all attachments uploaded in this section is shown here, including information on who uploaded which document and when.

In order to upload a document, please click on the button ‘Upload’, the upload pop up will appear.

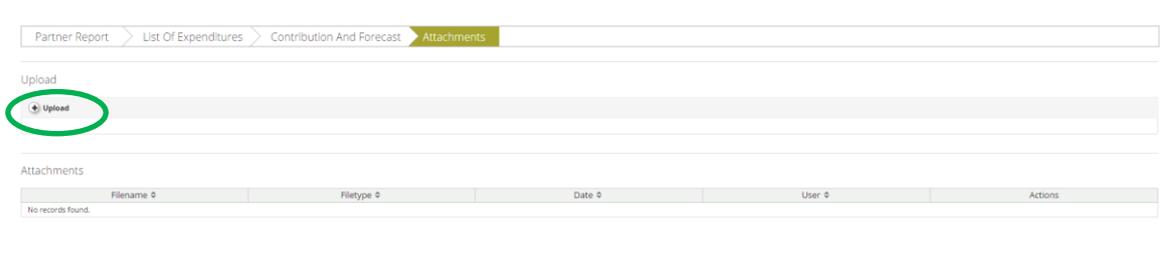


Figure 69 Report attachments.

Partner Finance Report

Under the ‘Partner finance report’ menu item (left-side menu) you will find various financial tables summing up the declared expenditure. The tables are updated live with every new expenditure item.

Please note that ‘Currently reported’ column changes over time. Initially (when you are preparing the report), it is ‘amount to be declared to FLC’. After submission to

FLC it becomes ‘amount declared to FLC’. It changes into ‘amount certified by FLC’ after the FLC certificate is issued and finally changes into ‘amount included in project finance report’ once the Lead Partner submits the project progress report with the relevant certificate to the JS.



Partner Report Expenditure Summary

Programme Co-financing	Partner Total Budget	Previously Reported/ Certified By CA)	Currently Reported (amount certified by FLC)	Total Reported	%of Total Budget	Remaining Budget	Total Amount Declared By Partner(s)	Total Amount Certified By FLC	Total Amount Included in Project Finance Report
Total Co-financing	€ 497 250.00	€ 0.00	€ 4 292.50	€ 4 292.50	1.00 %	€ 492 957.50	€ 2 677.50	€ 4 292.50	€ 0.00
Of Which ERDF	€ 497 250.00	€ 0.00	€ 4 292.50	€ 4 292.50	1.00 %	€ 492 957.50	€ 2 677.50	€ 4 292.50	€ 0.00
Partner Contribution	€ 87 750.00	€ 0.00	€ 757.50	€ 757.50	1.00 %	€ 86 992.50	€ 472.50	€ 757.50	€ 0.00
Total Eligible Expenditure	€ 585 000.00	€ 0.00	€ 5 050.00	€ 5 050.00	1.00 %	€ 579 950.00	€ 3 150.00	€ 5 050.00	€ 0.00

Partner Expenditure Per Budgetline

Budgetline	Partner Total Budget	Previously Reported/ Certified By CA)	Currently Reported (amount certified by FLC)	Total Reported	%of Total Budget	Remaining Budget	Total Amount Declared By Partner(s)	Total Amount Certified By FLC	Total Amount Included in Project Finance Report
Staff costs	€ 300 000.00	€ 0.00	€ 1 000.00	€ 1 000.00	0.00 %	€ 299 000.00	€ 3 150.00	€ 1 000.00	€ 0.00
Office and administration	€ 45 000.00	€ 0.00	€ 150.00	€ 150.00	0.00 %	€ 44 850.00	€ 0.00	€ 150.00	€ 0.00
Travel and accommodation	€ 200 000.00	€ 0.00	€ 0.00	€ 0.00	0.00 %	€ 200 000.00	€ 0.00	€ 0.00	€ 0.00

Figure 70 Partner finance report

Tables in the partner finance report have several columns on the right hand side that require a special user privilege (R_FINANCE_REPORT_DETAILS_PROCESSING)_to view. Users (e.g. project partners) with this privilege rights, can follow the processing of the reports through JS, MA and CA.



Partner Report Expenditure Summary

Left hand side									Right hand side						
Programme Co-financing	Partner Total Budget	Previously Reported/ Certified By CA)	Currently Reported (amount certified by FLC)	Total Reported	%of Total Budget	Remaining Budget	Total Amount Declared By Partner(s)	Total Amount Certified By FLC	Total Amount Included in Project Finance Report	Total Amount Approved By Js	Total Amount Approved By Ma	Total Amount Approved By Ca	Total Declared But Found Ineligible	Total Amount in Pipeline	Remaining Budget Including Pipeline
Total Co-financing	€ 497 250.00	€ 0.00	€ 4 292.50	€ 4 292.50	1.00 %	€ 492 957.50	€ 2 677.50	€ 4 292.50	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 85.00	€ 2 592.50	€ 494 657.50
Of Which ERDF	€ 497 250.00	€ 0.00	€ 4 292.50	€ 4 292.50	1.00 %	€ 492 957.50	€ 2 677.50	€ 4 292.50	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 85.00	€ 2 592.50	€ 494 657.50
Partner Contribution	€ 87 750.00	€ 0.00	€ 757.50	€ 757.50	1.00 %	€ 86 992.50	€ 472.50	€ 757.50	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 15.00	€ 457.50	€ 87 292.50
Total Eligible Expenditure	€ 585 000.00	€ 0.00	€ 5 050.00	€ 5 050.00	1.00 %	€ 579 950.00	€ 3 150.00	€ 5 050.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 100.00	€ 3 050.00	€ 581 950.00

Partner Expenditure Per Budgetline

Left hand side									Right hand side						
Budgetline	Partner Total Budget	Previously Reported/ Certified By CA)	Currently Reported (amount certified by FLC)	Total Reported	%of Total Budget	Remaining Budget	Total Amount Declared By Partner(s)	Total Amount Certified By FLC	Total Amount Included in Project Finance Report	Total Amount Approved By Js	Total Amount Approved By Ma	Total Amount Approved By Ca	Total Declared But Found Ineligible	Total Amount in Pipeline	Remaining Budget Including Pipeline
Staff costs	€ 300 000.00	€ 0.00	€ 1 000.00	€ 1 000.00	0.00 %	€ 299 000.00	€ 3 150.00	€ 1 000.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 3 150.00	€ 296 850.00
Office and															

Figure 71 Partner finance report. The left side is visible to project partners, the right side is only visible with the user privilege (R_FINANCE_REPORT_DETAILS_PROCESSING).

Submitting a Partner Report

Before submitting a partner report, the saved report needs to be checked (analogically to checking the saved application form prior to submission) by clicking ‘Check Saved Report’ in the left-side menu.



Figure 72 Checking Saved Report

When clicking on ‘Check saved report’ a validation plugin is called, where programmes can set different validation rules to make sure that the report follows the programme rules. In case some of the rules are not fulfilled, an error message will appear and the partner needs to correct information.

Each time a report is saved, it needs to be checked again before submission. Only after the check is successful, the system will allow for the report to be submitted. The ‘Checked saved report’ button will be replaced with the ‘Submit report’ button.

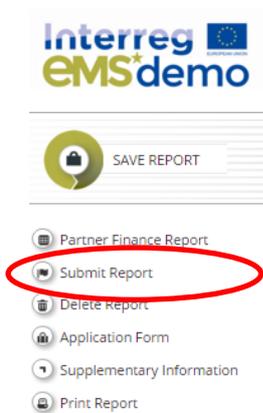


Figure 73 Submitting checked report

A submitted report is locked and the partner cannot modify it anymore. After submission, the partner report is forwarded to the FLC of the partner in question. The partner can see the status of the report on the reporting overview dashboard.

1 - AT cooperation agency - ATCoop

Report	Report Start	Report End	State	Date Of Partner Submission	Included In Project Report	Total Partner Expenditure Declared ERDF
Period 1 09.06.2016 - 09.06.2018						
Report 1.1	09.06.2016	09.06.2018	Report FLC Certified	09.06.2016	Period 1 Project Report 1	Report submitted, FLC certified and included in submitted project report
Report 1.2	09.06.2016	09.06.2018	Report Submitted	27.06.2016	Not Certified	Report submitted but not yet FLC certified
Period 2 09.06.2018 - 09.06.2018						
Report 2.1	09.06.2018	09.06.2018	Report FLC Certified	09.06.2016	Not Included	Report submitted and FLC certified but not yet included in submitted project report
Period 3 09.06.2018 - 09.06.2018						
Report 3.1	09.06.2018	09.06.2018	Report Submitted	09.06.2016	Not Certified	
Period 4 09.06.2018 - 09.06.2018						
Report 4.1	09.06.2018	09.06.2018	Report Submitted	13.06.2016	Not Certified	
Period 5 09.06.2018 - 09.06.2018						
Report 5.1	09.06.2018	09.06.2018	Report In Progress	In Progress	Not Certified	Report not yet submitted to FLC

Figure 74 Reporting overview - partner reports in various stages

A new partner report can be opened once the previous one has been submitted. It is currently not possible for the partner to open more than one report at the same time. It is however possible that the JS opens another report for the partner, even if there is already a report open.

	View Report	Certificate
€3 150,00		
€ 0,00		
port €4 150,00		
€ 2 000,00		
€ 1 000,00		
€ 0,00		

Figure 75 Reporting overview - After certification of reports by FLC, a magnifying glass appears to the right of the reports to access the FLC certificate.

Partner living tables

Partner living tables are financial tables at the partner level that summarise partner expenditure processed through all partner reports. Like all other living tables (i.e. project level and programme level), partner living tables grow over time as expenditure is declared by the project partner and processed by the various authorities.

You can use living tables to keep an overview on expenditure declared in partner reports. To access partner living tables, press the button under the partner report overview table.

2 - Croatpartner - Croatpartner

Report	Report Start	Report End	State
Period 1 09.06.2016 - 09.06.2018			
Report 1.1	09.06.2016	09.06.2018	Report Submitted
Period 2 09.06.2018 - 09.06.2018			
Report 2.1	09.06.2018	09.06.2018	Report In Progress
Period 3 09.06.2018 - 09.06.2018			
Period 4 09.06.2018 - 09.06.2018			
Period 5 09.06.2018 - 09.06.2018			
Partner Living Tables			

Figure 76 Accessing partner living tables

Like financial table of the partner reports, the user privilege R_FINANCE_REPORT_DETAILS_PROCESSING is needed to view the right hand side of the living tables. Users (e.g. project partners) with this privilege rights, can follow the processing of the reports through JS, MA and CA.

Partner Expenditure Summary										Right hand side					
Programme Co-financing	Partner Total Budget	Previously Reported/ Certified By C A)	Previously Reported (total amount declared by partners)	Total Reported	%of Total Budget	Remaining Budget	Total Amount Declared By Partners(s)	Total Amount Certified By Fic	Total Amount included in Project Finance Report	Total Amount Approved By Js	Total Amount Approved By Ma	Total Amount Approved By Ca	Total Declared But Found Ineligible	Total Amount In Pipeline	Remaining Budget Including Pipeline
Total Co-financing	€ 282 285.00	€ 0.00	€ 27.53	€ 27.53	0.00 %	€ 282 257.47	€ 27.53	€ 19.95	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ -2.78	€ 30.31	€ 282 254.69
Of Which SDF	€ 282 285.00	€ 0.00	€ 27.53	€ 27.53	0.00 %	€ 282 257.47	€ 27.53	€ 19.95	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ -2.78	€ 30.31	€ 282 254.69
Partner Contribution	€ 49 815.00	€ 0.00	€ 4.86	€ 4.86	0.00 %	€ 49 810.14	€ 4.86	€ 3.53	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ -0.50	€ 5.36	€ 49 809.64
Total Eligible Expenditure	€ 332 100.00	€ 0.00	€ 32.39	€ 32.39	0.00 %	€ 332 067.61	€ 32.39	€ 23.48	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ -3.28	€ 35.67	€ 332 064.33

Export

Partner Expenditure Per Budgetline															
Budgetline	Partner Total Budget	Previously Reported/ Certified By C A)	Previously Reported (total amount declared by partners)	Total Reported	%of Total Budget	Remaining Budget	Total Amount Declared By Partners(s)	Total Amount Certified By Fic	Total Amount included in Project Finance Report	Total Amount Approved By Js	Total Amount Approved By Ma	Total Amount Approved By Ca	Total Declared But Found Ineligible	Total Amount In Pipeline	Remaining Budget Including Pipeline
Staff costs	€ 54 000.00	€ 0.00	€ 5.26	€ 5.26	0.00 %	€ 53 994.74	€ 0.00	€ 3.81	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ -0.53	€ 0.53	€ 53 999.47
Office and administration	€ 8 100.00	€ 0.00	€ 0.78	€ 0.78	0.00 %	€ 8 099.22	€ 0.00	€ 0.57	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ -0.08	€ 0.08	€ 8 099.92
Travel and accommodation	€ 90 000.00	€ 0.00	€ 16.43	€ 16.43	0.00 %	€ 89 983.57	€ 32.39	€ 19.10	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ -2.67	€ 35.06	€ 89 964.94
External expertise and services	€ 90 000.00	€ 0.00	€ 0.00	€ 0.00	0.00 %	€ 90 000.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 90 000.00
Equipment	€ 90 000.00	€ 0.00	€ 9.92	€ 9.92	0.00 %	€ 89 990.08	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 90 000.00
Infrastructure & works	€ 0.00	€ 0.00	€ 0.00	€ 0.00	0.00 %	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Total	€ 332 100.00	€ 0.00	€ 32.39	€ 32.39	0.00 %	€ 332 067.61	€ 32.39	€ 23.48	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ -3.28	€ 35.67	€ 332 064.33
Net Revenue	€ 0.00	€ 0.00	€ 0.00	€ 0.00	0.00 %	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Total Eligible Expenditure	€ 332 100.00	€ 0.00	€ 32.39	€ 32.39	0.00 %	€ 332 067.61	€ 32.39	€ 23.48	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ -3.28	€ 35.67	€ 332 064.33

Export

Figure 77 Partner living tables: the left side is visible to project partners, the right hand side is only visible with the user privilege (R_FINANCE_REPORT_DETAILS_PROCESSING).

FLC Assignment

General remarks

Countries could have centralised and de-centralised approaches to national controls (FLC). eMS concentrates on the de-centralised approach, but it can handle the centralized approach as well.

‘FLC assignment’ in eMS means to assign an FLC Institution and connected FLC user(s) to FLC Institutions and to project partners. In some programmes this is done by the JS in others this is done by representatives of the member states or a mix of both. In the eMS FLC assignment depends on the user privileges.

Currently, FLC assignment works at the level of countries. Therefore, there could be several “FLC assigning units” in one installation of the eMS.

The general process of assigning FLC to project partners follows these steps:

- 1) Create a user with the user privilege to manage FLC for one or more countries (MG_FLC_XX).
- 2) Enter information on FLC institutions and assign FLC users to these institutions.
- 3) Assign FLC users(s) to project partners.

Create (country-specific) FLC assigning units

Needed user rights / privileges

For each selected NUTS 0 region in the setup of the programme (section “Manage Programme”), the system generates a separate privilege that allows a user to assign FLCs to project partners of this country.

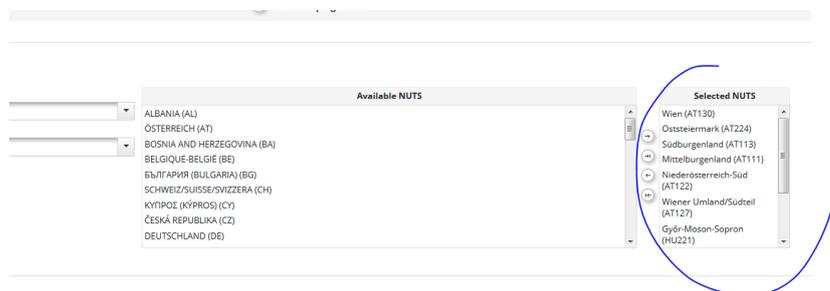


Figure 78 Selected NUTS Regions in "Manage Programme"

The generated privileges follow the format “MG_FLC_NUTSID” where *NUTSID* is replaced by the two letter country code (e.g. “MG_FLC_AT”, “MG_FLC_HU”). These privileges can be assigned to different users (like e.g. JS or NCPs).

Users with this privilege usually do not work as FLC so typically they do not get the FLC role in the system. They only create and manage FLC units for their country.

Manage FLC institutions

FLC assignment users (below referred to as ‘you’) can create/edit/delete FLC institutions for their country.

In the same interface (see below), you can assign FLC users to FLC institutions. To assign an FLC user, the user needs to be available in the system first. To see how to registering or create an eMS user, please see ‘User Creation’. Afterwards, the FLC user can be assigned to the FLC institution.

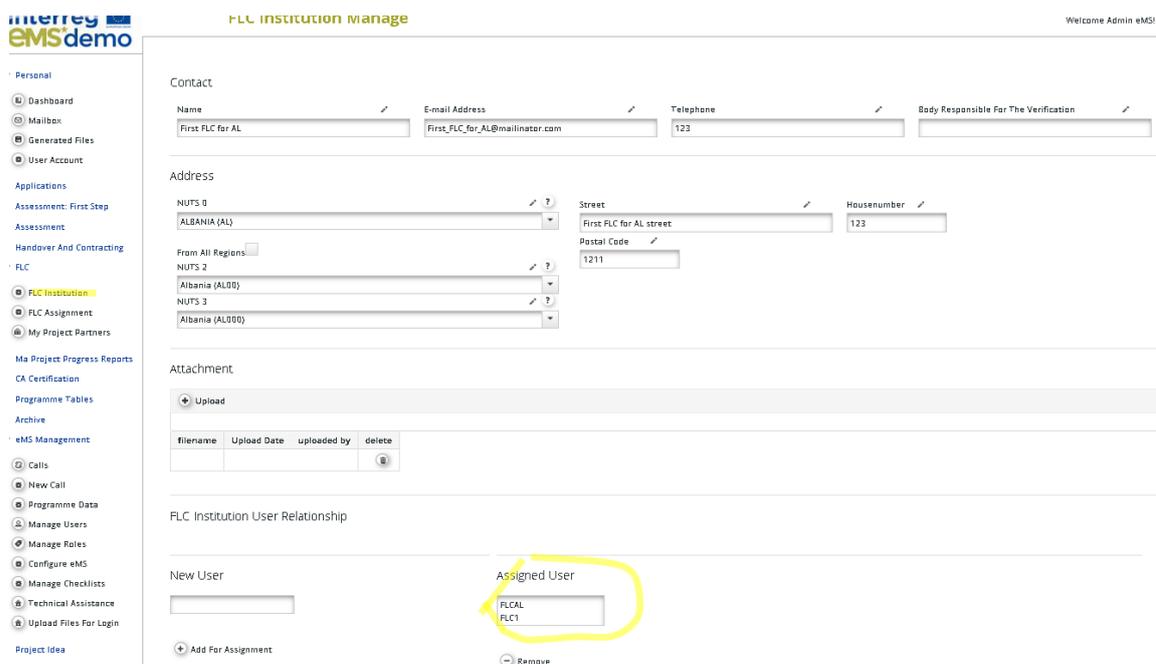


Figure 79 Interface for adding FLC institutions and FLC users associated with this institution

Please note that in order to be able to actually fulfil the FLC tasks, the FLC user needs to have the FLC role with a set of relevant privileges (e.g. FLC). For details, please see the chapter ‘FLC’.

FLC assignment

This is the process of assigning FLC users to project partners. Each project partner should have an FLC assigned to in the eMS before the first partner report is submitted to FLC.

To do this, you can access a table, which shows all project partners from the country for which this user has the right to assign FLC (i.e. Austria in the example below).

Project ID	Project Acronym	Call	Priority Axis	Partner	Country	FLC requested by Partner	FLC institution	Assign user
261	AK	My new call TA	Transport	Leo Tolstoy	OSTERREICH			
277	ReportingTest1.2	Maximum Call	Transport	PP_inside	OSTERREICH			
290	test1259.test4	Max1withChecklist	Environmental Protection	lp1	OSTERREICH	flc: CZ2010 Hlavní město Praha; first level;	FirstFlcInstitution	
292	Envy_Bus	TwoStepCall	Transport	Wiener Linien	OSTERREICH			
305	tm2k15test2	MaxTestCall2_0.11	Environmental Protection	lp1	OSTERREICH	flc austria; AT130 Wien; flc austria	MySecondFLCInsti	
305	tm2k15test2	MaxTestCall2_0.11	Environmental Protection	pp1	OSTERREICH	flc hrvatska; HRZZZ Extra-Regio NUTS 3; flc hrvatska	MySecondFLCInsti	
305	tm2k15test3	MaxTestCall2_0.11	Environmental Protection	lp1	OSTERREICH	flc austria; AT113 Sudburgenland; flc austria	MySecondFLCInsti	

Figure 80 Assigning FLC institutions and users to project partners

You first select an institution from the dropdown list ‘FLC institution’. Naturally only institutions that were created in the previous step are available now in the drop-down.

When selecting an FLC Institution, all the users assigned to this institution are automatically assigned to the partner.

If you wish to assign just some of the users, you need to de-select the non-relevant ones in the ‘assign user’ view.

User for Flc Institution

FLCAT

FLC1

All User

OK

Figure 81 Assigning FLC users to project partners

FLC assignments are only stored when clicking the save button!

159	GERNGROSS	Max1withChecklist	Transport	ZUM
361	PJ	Maximum Call	Transport	LP
347	CELEBRATE	2stepstest2015	Environmental Protection	Regionale Er Agentur
344	VC	BarborkaCall_2_0.12	Environmental Protection	Assimilated



Figure 82 FLC assignments must be saved.

FLC assignment - decentralized FLC systems

In some decentralised FLC systems, project partners can suggest their FLC body.

For this reason, the eMS offers the possibility to allow users (e.g. lead partners) with the user privilege SU_FLC_W to enter information on the FLC body they suggest to assign to each project partner. The corresponding interface then appears in the supplementary information section ('FLC' tab). The user privilege needed to be able to read this information is SU_FLC_R.

This section indicates a wish only and does not result in any direct assignment. To support assigning FLC, the eMS also shows information on the 'FLC requested by the project partner' in the 'FLC Institution Assignment Table'.

Management verification - national controls (FLC)

Needed user rights / privileges

Initially FLC users do not need any special user privilege. The access to a partner report is granted via the assignment performed by the FLC assigning unit (see Chapter ‘FLC Assignment’). FLC users can only access reports of project partners that have been assigned to them.

Additional user privileges for FLC can include:

- DASHBOARD
- SHOW_APPLICATIONS, to view project applications (only those to which the user is assigned)
- FLC, to view overview tables
- SUBMIT_EVALUATION, to finalise the FLC checklist
- FLC_REVERT_REPORT, to re-open a partner report for editing by the project partner
- ENABLE_ATTACHMENTS_PAPREPORT, to allow FLC to open the ‘attachment’ section of the partner report for uploading of additional attachments by the partner.

More information on these user privileges is provided below.

In addition programmes can consider providing (read-only access) for FLC to some of the supplementary information.

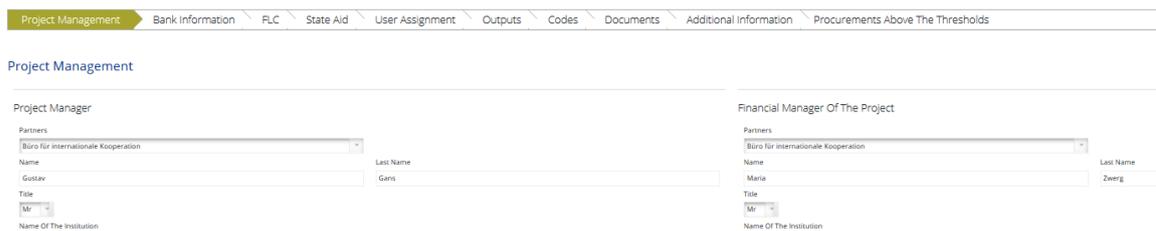


Figure 83 FLC can be given (read-only) access to some or all of the supplementary information

Access to partner reports

After login, FLC users see the FLC dashboard with a list of all projects which have at least one project partner assigned to them. The dashboard also shows the mailbox and a calendar. To view the dashboard, the user role needs the privilege DASHBOARD.

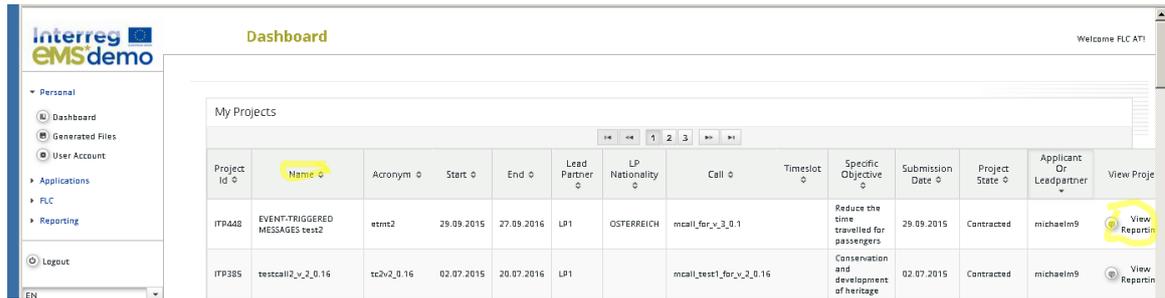
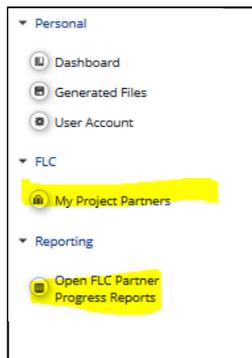


Figure 84 FLC users can use the dashboard to access projects



Alternatively, FLC users can also access projects via the ‘my project partners’ table under the ‘FLC’ item in the left-hand menu. To view this list the FLC user role needs the privilege ‘FLC’.

A list of all open partner reports (i.e. all reports ready to be verified) can be accessed via the ‘open FLC partner progress reports’ menu item under ‘Reporting’. To view this list the user role needs the privilege ‘FLC’.

Figure 85 FLC users can be given the privilege to see additional overview tables ‘My project partners’ and/or ‘Open FLC partner progress reports’

Once a project has been opened, the partner report section is visible and reports can be selected. In the example below, the FLC user is FLC of two partners (lp1 and pp1) and therefore sees reports of both partners

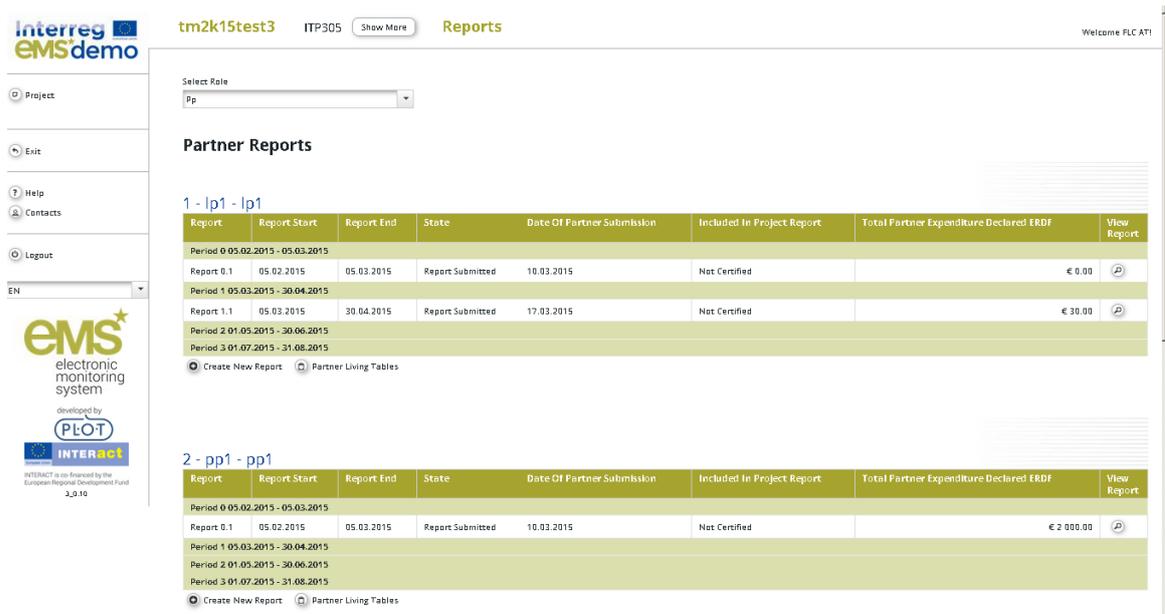


Figure 86 The report overview can be used to access partner reports

Verification of a partner report - List of Expenditure

Selection of a partner report directly leads to the partner report view. Near the top, Tabs to access the Partner Report (i.e. content section), the List of Expenditure, Contribution and Forecasts and Attachments made by the project partner are available.

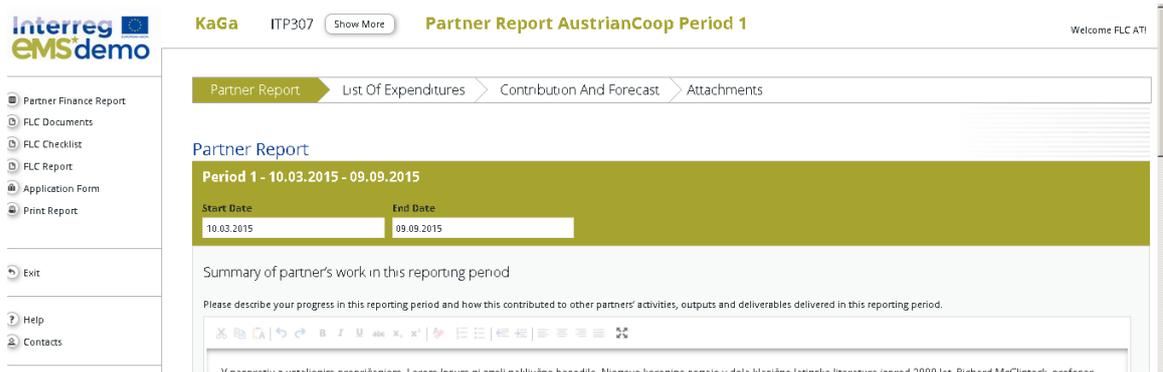


Figure 87 FLC view - partner report

List of Expenditure

FLC can directly access the list of expenditures and verify expenditure items.

List Of Expenditures

Date	Declared Amount Euro	Exp Outside	In Kind	Declared	Uploads	Verified By FLC	Difference FLC	Amount Certified FLC	Comment FLC
	€ 1 000.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0 Attachments	<input checked="" type="checkbox"/>	€ 10.00	€ 990.00	
	€ 1 000.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0 Attachments	<input checked="" type="checkbox"/>	€ 0.00	€ 1 000.00	
	€ 300.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0 Attachments	<input checked="" type="checkbox"/>	€ 1.50	€ 298.50	
	€ 1 000.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0 Attachments	<input checked="" type="checkbox"/>	€ 0.00	€ 1 000.00	
	€ 1 000.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0 Attachments	<input checked="" type="checkbox"/>	€ 0.00	€ 1 000.00	
	€ 1 000.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0 Attachments	<input type="checkbox"/>	€ 0.00	€ 1 000.00	

Export Save Columns Columns

Figure 88 FLC section of the List of expenditure

In the ‘List of Expenditures’, FLC can view all expenditure items. By clicking on an item, a pop- up window opens in which expenditure can be corrected.

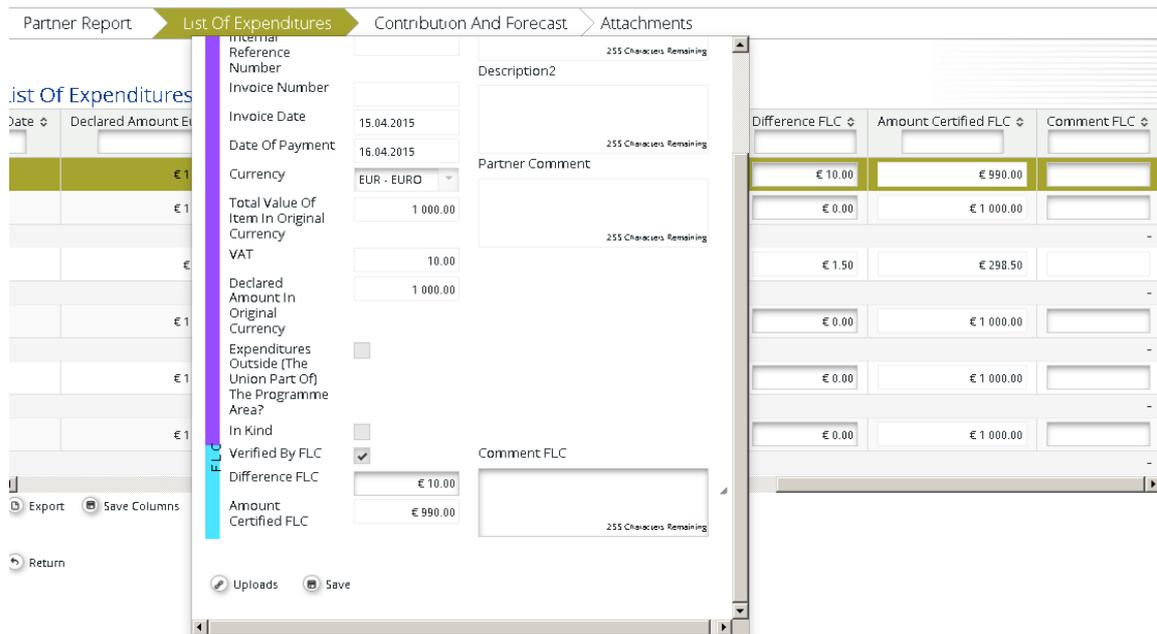


Figure 89 FLC corrects expenditure items in a pop-up that can be accessed via the List of expenditure

Both positive and negative corrections are possible in the ‘Difference by FLC’ field. Since negative corrections are more frequent, the eMS assumes that a correction is negative. If you want to make a positive correction, please enter the negative amount.

The corrected amount is shown as ‘Amount certified by FLC’

Any supporting documents uploaded by the project partner can be accessed via the ‘Uploads’ section.

By ticking ‘Verified by FLC’, the item will be included into the FLC certificate.

Attention

If you want an expenditure item to be included into the FLC certificate, the item needs to be marked as ‘Verified by FLC’ (the corresponding checkbox needs to be checked).

For expenditures calculated using Flat rates (Staff costs, Office and Administration), the difference and certified amount are calculated automatically. They also do not need to be marked as ‘Verified by FLC’, as they are marked when any other expenditure is checked as verified. Direct corrections on flat budget lines are not possible via the List of Expenditure.

Column Select Feature of the List of Expenditure

The List of expenditure is very long as it contains many columns and you might find one or the other column not to be necessary in your programme. You can hide columns

globally (i.e. at the programme level) or locally (i.e. each user can hide columns as needed). For more information please see the Section ‘Column Selector’).

Scrolling the List of expenditure

It is possible to scroll the List of expenditure to the left or right by using the middle-mouse-button (press it and move around in the table). THs feature can be used as an alternative to the existing scroll bars.

“Sitting Ducks”

FLC can choose NOT to verify an expenditure item (e.g. in case verification takes a long time or needs further clarification). Any item that is NOT ticked ‘Verified by FLC’, is NOT included in the current FLC certificate.

This means that - by not ticking ‘Verified by FLC’-, FLC generates an item that is neither accepted not rejected and waits in the system to be verified (‘Sitting Duck’).

Sitting ducks can be verified in later reports. To access sittings ducks, go to ‘FLC expenditure’ and tick ‘show all open’. In the example below, there is a sitting duck of EUR 1000 in the budget line infrastructure and works.

Open Report Expenditures

Budgetline	Declared	Certified	Difference	Certified In%
Staff costs	€ 1 000.00	€ 0.00	€ 1 000.00	0.00 %
Office and administration	€ 150.00	€ 0.00	€ 150.00	0.00 %
Infrastructure & works	€ 1 000.00	€ 0.00	€ 1 000.00	0.00 %
Total Expenditure	€ 2 150.00	€ 0.00	€ 2 150.00	0.00 %
Net Revenue	€ 0.00	€ 0.00	€ 0.00	0.00 %
Total Eligible Expenditure	€ 2 150.00	€ 0.00	€ 2 150.00	0.00 %

Open Expenditures OfOffice for international cooperation

Budgetline	Declared	Certified	Difference	Certified In%
Staff costs	€ 1 000.00	€ 0.00	€ 1 000.00	0.00 %
Office and administration	€ 150.00	€ 0.00	€ 150.00	0.00 %
Infrastructure & works	€ 2 000.00	€ 0.00	€ 2 000.00	0.00 %
Total Expenditure	€ 3 150.00	€ 0.00	€ 3 150.00	0.00 %
Net Revenue	€ 0.00	€ 0.00	€ 0.00	0.00 %
Total Eligible Expenditure	€ 3 150.00	€ 0.00	€ 3 150.00	0.00 %

Figure 90 ‘Show all open’ in the FLC expenditure interface shows open items including sitting ducks from previous reports.

To access the sitting duck, you need to enter the budget line via this view.

Attention

Sitting ducks can only be seen and opened in the FLC Expenditure view. You cannot see them in the List of Expenditure for the current report

Verification of a partner report - FLC Documents

The eMS handles the following FLC documents:

- FLC Checklist
- FLC Report
- FLC Certificate
- FLC Risk assessments (inherent and control risks)

All of these documents can be printed signed and uploaded if needed.

FLC documents can be accessed through the menu to the left and through the tabs in the FLC documents section.

The Checklist included in the FLC Section (i.e. 'FLC checklist', 'Inherent Risk Assessment' and 'Control Risk Assessment') can be defined by Programmes. Interact provided a script to insert the HIT FLC checklists (and checklists for 'inherent risk assessment' and 'control risk assessment') with eMS version 3_0.6. Those checklists are an optional step in the update and can be inserted with later versions as well.

FLC Expenditure

This overview table shows - per budget line - how much was declared in the current report and how much was already certified by FLC. It can be used, e.g. to keep track of the FLC work. It can also be used to verify along cost categories (budget lines) as expenditure items can be opened per cost category via this view.

Open Report Expenditures

Show All Open

Budgetline	Declared	Certified	Difference	Certified In%
Staff costs 	€ 2 000.00	€ 1 990.00	€ 10.00	99.50 %
Office and administration 	€ 300.00	€ 298.50	€ 1.50	99.50 %
Travel and accomodation 	€ 1 000.00	€ 1 000.00	€ 0.00	100.00 %
External expertise and services 	€ 1 000.00	€ 1 000.00	€ 0.00	100.00 %
Infrastructure & works 	€ 1 000.00	€ 0.00	€ 1 000.00	0.00 %
Total Expenditure	€ 5 300.00	€ 4 288.50	€ 1 011.50	80.92 %
Net Revenue 	€ 0.00	€ 0.00	€ 0.00	0.00 %
Total Eligible Expenditure	€ 5 300.00	€ 4 288.50	€ 1 011.50	80.92 %

Figure 91 ‘FLC expenditures’ shows amounts declared by the partner and certified by FLC per cost category (budget line)

This view is also used to access any expenditure items left over from previous partner reports by ticking ‘Show All Open’, located on the left hand site on top of the Table (see Section ‘Sitting Ducks’ below).

Partner Information

This interface can be used to enter important information about a project partner such as VAT and bank account.

It is assumed that information entered here does not usually change over time. If it does change, however, it can be edited.

Some or all of this information entered here can be used in the printed versions of the FLC report or certificate as needed.

Flc Expenditures > **Partner Information** > FLC Checklist > FLC Report > Attachments > Inherent Risk Assessment > Cor

Independent First Level Control Document

Accounting System

[according to Art. 125 4(b) of Reg. (EU) No 1303/2013] The project partner uses for accounting purposes

Vat

The partner organisation has the right to recover VAT. Yes Partially No

Bank Account

The correct IBAN and BIC is communicated to the Lead Partner and the account belongs to the project partner's organization Yes No

Please provide comment

Partnership Agreement

Figure 92 'Partner information' shows information that does not usually change over time

FLC Checklists

The FLC checklist is provided by the programme and lists all verifications expected from national controllers.

The FLC checklist can be defined by Programmes. Interact provided a script to insert the HIT FLC checklists with eMS version 3_0.6. Those checklists are an optional step in the update and can be inserted with later versions as well.

As the HIT FLC checklists contain controls for both real costs and simplified cost options, you will need to delete the parts of the checklist that is not needed in your programme. You can either remove them from the script, so that they will not appear in eMS, or delete the not needed checklists from eMS in the 'Manage Checklists' section.

After executing the script, the checklists appear in the 'Manage Programme' section. The checklists behave like any other checklist - you can add/remove/change questions or wordings and you need to assign the user privileges to user roles.

FLC Expenditures > Partner information > **FLC Checklist** > FLC Report > Attachments > Inherent Risk Assessment > Control Risk Assessment

Checklist For Expenditure Declared And Certified By Budget Line

First Level Control

Weight	Question	Value	Weighted Value	Comment	Confirmed
Staff costs - SIMPLIFIED COSTS acc. to Art 67(1)(b)(4) of (EU) 1303/2013 and Art 19 of (EU) 1299/2013					
0	The staff calculation option is in line with programme rules. Simplified Cost Option (according to Art 67(1)(b) and (c) of Reg. (EU) No 1303/2013 and Art 19 of Reg. (EU) No 1299/2013) e.g. Verified that the flat rate for staff costs is in line with the programme rules and the subsidy contract. Delete if programme does not use simplified cost options for staff costs.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable		This is information from report 1	<input type="checkbox"/>
0	Staff costs are calculated correctly. e.g. distributed simplified staff costs using the calculation scheme. In case of 20% flat rate: Staff costs calculated on a flat rate basis are up to 20% of the direct costs other than staff costs of that project/project partner.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable		This is information from report 1	<input type="checkbox"/>
0	(only in case of standard scale of unit costs): Persons who declared staff costs are employees of the beneficiary or work under a contract considered as an employment contract. e.g. inspected employment/contract contracts and contracts considered as employment contracts of individuals declaring staff costs (part-time and full-time).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable		This is information from report 1	<input type="checkbox"/>
0	(only in case of standard scale of unit costs): Written agreements exist outlining work for the project. e.g. inspected employment/contract contracts and contracts considered as employment contracts of individuals declaring staff costs (part-time and full-time).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable		This is information from report 1	<input type="checkbox"/>
0	(only in case of standard scale of unit costs): The number of hours worked on the project is documented in a time registration system.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable		This is information from report 1	<input type="checkbox"/>

Figure 93 'FLC checklist' shows the checklist to be filled in by controllers

In order for controllers to be able to see and edit the checklist, they need to have the correct user role with associated user privileges:

To do this, first create or import the Checklists in the section 'eMS Management'/'Manage Checklists'. There are three types of Checklists:

- FLC Checklist
- Inherent Risk
- Control Risk

In the section 'eMS Management'/'Manage Roles', define the role 'FLC' (or any other name for this role) and assign privileges to see and edit FLC checklists to this role.

Roles and Privileges Welcome Admin eMS!

Privilege	Description	Type
<input type="checkbox"/> ADMIN	Admin Role - Access to all data	ADMIN
<input type="checkbox"/> APPROVE_NOTIFICATION	Enables approving of notifications	UNDEFINED
<input type="checkbox"/> APPROVE_PROJECT	Approve project application after submission	Application
<input type="checkbox"/> APPROVE_PROJECT_PHASE1	Approve project application phase 1 (in 2 phase call) as well as access to all the lists under "Assessment-First Step"	Phase 1
<input type="checkbox"/> ARCHIVE	Shows archived-list	List
<input type="checkbox"/> ASSIGN_CP	User is allowed to assign CPs to projects	UNDEFINED
<input type="checkbox"/> BROWSE_APPLICATIONS	OUTDATED	OUTDATED
<input type="checkbox"/> CA	Allows user the CA-rights for the reporting	CA
<input type="checkbox"/> CA_REVERT_REPORT	Revert CA certificates	Revert
<input type="checkbox"/> CAN_REVERT_PROJECTSTATE	Revert of project-status	Revert
<input type="checkbox"/> CHECK_PROJECT	Check project application (prerequisite to SUBMIT_PROJECT)	Application
<input type="checkbox"/> CHECKLIST_12345678912345678912	CHECKLIST_12345678912345678912	CHECKLIST
<input type="checkbox"/> CHECKLIST_123456789_123456789_1	CHECKLIST_123456789_123456789_1	CHECKLIST
<input type="checkbox"/> CHECKLIST_A_EYES_ELIGIBILITY_CHECK	CHECKLIST_A_EYES_ELIGIBILITY_CHECK	CHECKLIST
<input checked="" type="checkbox"/> CHECKLIST_COMPLIANCE_WITH_INF_ACC_TO_ANNEX_XII_OF_REG_EU_1	CHECKLIST_COMPLIANCE_WITH_INF_ACC_TO_ANNEX_XII_OF_REG_EU_1	CHECKLIST

Figure 94 An FLC role must be created and associated with privileges to see and edit checklist(s)

Then, in the section 'eMS Management'/'Manage Users', the FLC role needs to be assigned to the controllers.

All users with these checklist privileges, can view and edit the FLC checklist (and checklists for ‘inherent risk assessment’ and ‘control risk assessment’).

FLC Expenditures Partner information **FLC Checklist** FLC Report Attachments Inherent Risk Assessment Control Risk Assessment

Checklist For Expenditure Declared And Certified By Budget Line

First Level Control

Weight	Question	Value	Weighted Value	Comment	Confirmed
0	<p>Staff costs (SIMPLIFIED COSTS) acc. to Art 67(3)(b) of Reg. (EU) 1303/2013 and Art 19 of Reg. (EU) 1296/2013</p> <p>The staff calculation option is in line with programme rules, Simplified Cost Option (according to Art 67(3)(b) and (c) of Reg. (EU) No 1303/2013 and Art 19 of Reg. (EU) No 1296/2013). * If the (flat) rate for staff costs is in line with the programme rules and the subsidy contract. Delete if programme does not use simplified cost options for staff costs.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	0.00	FLCAT entered information. FLC has no user rights to SUBMIT EVALUATION	<input checked="" type="checkbox"/>
0	<p>Staff costs are calculated correctly. e.g. Invoiced simplified staff costs using the calculation scheme, in case of 20% flat rate.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	0.00		<input checked="" type="checkbox"/>
0	<p>Staff costs calculated on a flat rate basis are up to 20% of the direct costs after other staff costs of that project / project partner. (Only in case of standard scale of unit costs). Persons who declared staff costs are employees of the beneficiary or work under a contract considered as an employment contract. e.g. Invoiced employment contracts and contracts considered as employment contracts of individuals declaring staff costs (flat rate and full rate).</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	0.00		<input checked="" type="checkbox"/>
0	<p>Only in case of standard scale of unit costs: written agreements with suppliers work for the project. e.g. Invoiced agreements of employees declaring staff costs (flat rate and full rate).</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	0.00		<input checked="" type="checkbox"/>
0	<p>Only in case of standard scale of unit costs: The number of hours worked on the project is documented in a time registration system. e.g. Invoiced the time sheets of persons claiming staff costs are in line with the number of working hours claimed.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	0.00		<input checked="" type="checkbox"/>
<p>Total Assessment Value Max</p>			0.00		<input checked="" type="checkbox"/>

Final Check

Figure 95 Example FLC checklist

In order to finalise the FLC checklist, another user privilege (SUBMIT_EVALUATION) is needed. Checklists on inherent and control risks can be finalised without this privilege.

0	Deliverables or other evidence of the work carried out. e.g. inspected delivery notes, verified existence of outputs
Total Assessment Value Max	
0.00	

Final Check Exit Checklist

Figure 96 Checklists should be finalised before submission of FLC work

The privilege to finalise checklists (SUBMIT_EVALUATION) can be assigned to all FLC roles or just to a separate FLC supervisor role.

NOTE: Through these features it is also possible to assign country-specific checklists if needed. First define the checklists (one for each country). Then - for each country - create user roles with privileges to see country-specific checklists (e.g. FLC_XX, FLC_XY, etc). Then assign the users to the country-specific roles.

The FLC role must be manually assigned to all FLC users.

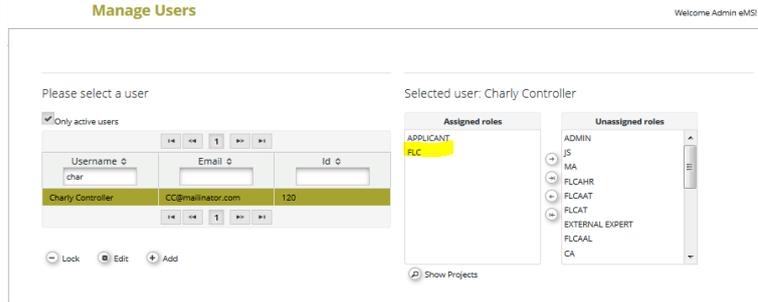


Figure 97 The FLC role must be assigned to all FLC users

Warning

If you define country-specific FLC roles, administration of the eMS could become time consuming as each FLC user will need the correct country-specific user role. Also, if there is a separate FLC supervisor role (to finalise the FLC checklist) then management of FLC users will also require more administration.

FLC Report

The section ‘FLC Report’ contains information on the current report. It is assumed that this information changes over time. The information to be provided in this section includes Type of report, details on the designated project partner controller, Methodology of the verification, Description of Findings, Conclusions and recommendations and follow-up measures for the next partner report.

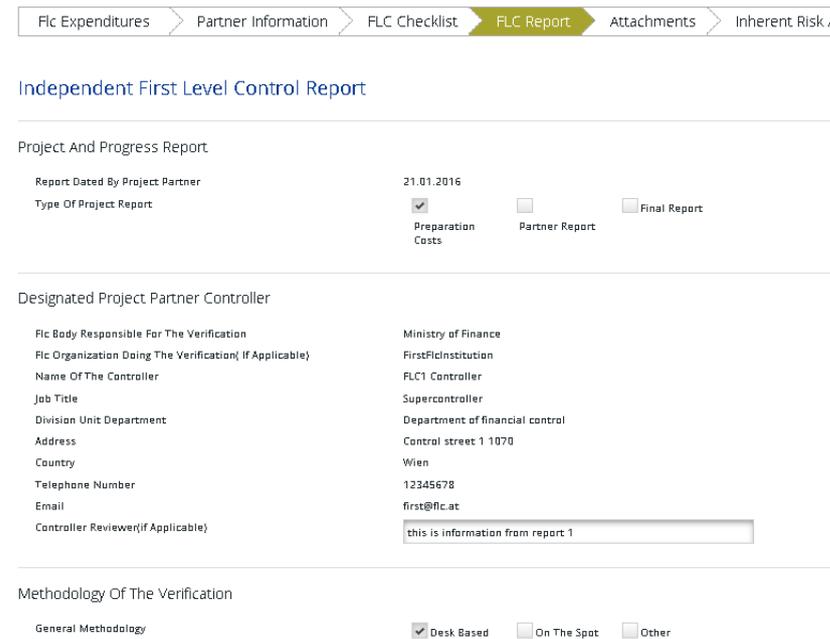


Figure 98 ‘FLC Report’

Information in under ‘Designated Project Partner Controller’ is pre-filled. The eMS derives this information from the following sources:

FLC institution set-up (see ‘Manage FLC Institution’):

- FLC body responsible for verification
- FLC organization doing the verification
- Address
- Country
- Telephone number

User account of the logged-in user:

- Name of the controller
- Job Title
- Division Unit Department
- Email

Attention

If you change information in the user account, you need to logout and login again to see these changes also in the FLC report.

Inherent risk assessment

This section is used to assess the risks inherent to a project type, a project partner or types of activities/expenditures. Information entered here will be copied from one report to the next, but can be changed in each report. Usually changes are only needed, if something changed in the partnership, the organization, or the activities.

The checklist for the Inherent risk assessment is a HIT tool that can be imported and modified as needed.

FLC Expenditures \ FLC Documents \ FLC Checklist \ FLC Report \ Attachments \ **Inherent Risk Assessment** \ Control Risk Assessment

Inherent Risk Assessment Check
Inherent Risk Assessment Check

Weight	Question	Value	Weighted Value	Comment	Confirmed
Inherent Risk Assessment					
0	Inexperienced beneficiary	Yes No Not Applicable	0.00		<input type="checkbox"/>
0	Beneficiary with poor track record, known issues	Yes No Not Applicable			<input type="checkbox"/>
0	Beneficiary with other EU or non-EU grants (potential for double funding)	Yes No Not Applicable			<input type="checkbox"/>
0	Large partnership	Yes No Not Applicable			<input type="checkbox"/>
0	Large partner budget	Yes No Not Applicable			<input type="checkbox"/>
0	Private partner	Yes No Not Applicable			<input type="checkbox"/>
0	Person responsible for preparation of the financial report has changed recently	Yes No Not Applicable			<input type="checkbox"/>
0	Large public procurements	Yes No Not Applicable			<input type="checkbox"/>
0	Project with few tangible outputs (based on networking, meeting, etc.)	Yes No Not Applicable			<input type="checkbox"/>
	Total Assessment Value Max		0.00		<input type="checkbox"/>

Finalise

Figure 99 Inherent risk assessment

Control risk assessment

The Control risk assessment provides information on the quality of each report. It can be used as a basis for sampling: If the quality of information in a budget line has been good in the past, sampling can be justified.

The Control risk assessment is intended to be done with every verification of a report (last step before submission of the FLC work).

Within the Control risk assessment, quality of the expenditures when originally reported and quality of the expenditures after clarifications is evaluated and the number of clarification rounds with the beneficiary are recorded.

The checklist for the control risk assessment is a HIT tool that can be imported and modified as needed.

FLC Expenditures \ FLC Documents \ FLC Checklist \ FLC Report \ Attachments \ Inherent Risk Assessment \ **Control Risk Assessment**

Control Risk Assessment Check
Control Risk Assessment Check

Weight	Question	Value	Weighted Value	Comment	Confirmed
Costs in General					
0	Quality of the expenditures when originally reported	0/5			<input type="checkbox"/>
0	Number of clarification rounds with the beneficiary	0			<input type="checkbox"/>
0	Quality of the expenditures after clarifications	0/5			<input type="checkbox"/>
	Total Assessment Value Max		0.00		<input type="checkbox"/>

Figure 100 Control risk assessment

Reopening the Partner Report or the Document Upload Section

Sometimes FLC needs to receive additional information from project partners for verification of expenditure. The eMS currently handles two ways of reopening the partner report for editing:

- Partner Finance Report
- Attachment Upload Allowed
- FLC Documents
- FLC Checklist
- FLC Report
- Application Form
- Print Report
- Revert From Fic To P P

- 1) The entire report can be re-opened for editing by pressing 'Revert from FLC to PP'. In order to be able to do this, the FLC role needs the user privilege FLC_Revert_Report.
- 2) It is possible to only open the attachment section of the partner report by ticking 'Attachment upload Allowed'. For the FLC role needs the user privilege Enable_Attachments_Papreport.

FLC Certificate and Finalising FLC work

The FLC certificate section can be found in the left-hand menu of the ‘FLC Expenditures’ tab.



Figure 101 Printing the FLC Certificate and Checking FLC work

Before finalising FLC work, an FLC Certificate can be generated and printed. Some FLC systems require signing the FLC certificate. The signed FLC certificate can be uploaded to the eMS in the ‘Attachments’ section.

For finalising FLC work, please press ‘Check FLC work’. This runs the error check plugin. You can add error checks to this plugin according to your needs (see below). eMS has no default error checks for FLC.

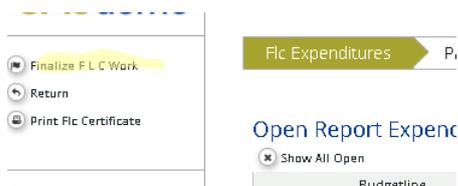


Figure 102 Printing the FLC Certificate and Checking FLC work

Error Checks for FLC

eMS has two validation plugins for checking FLC work against errors:

- One when editing the LoE entries: The LoE dialog save button triggers a plugin, which can (dependent of the role) include different validations for different users.
- A second one at submission of the FLC work (check & submit)

eMS has no default error checks for FLC since requirements differ among programmes. Depending on what your programmes expects from controllers, useful error checks could include:

- Has the FLC checklist been finalised?
- Has the Control Risk Assessment been updated?
- Has the FLC Report been updated?
- Has the FLC Certificate been printed and uploaded?
- Has the FLC verified at least one item in the List of Expenditures?
- ...

Project Report

Project reports are created by the Lead Partner based on partner reports previously certified by FLC.

Needed user rights / privileges

Project reports can only be created by the Lead Partner of a project, starting from the moment the project status is changed to ‘contracted’.

Warning

Currently only one user has the Lead Partner role. Even if more users are allocated to the Lead Partner in the ‘Supplementary information/User assignment’ they do not have the right to create and/or submit the project reports. Such users can only work with partner reports of the Lead Partner. The only user having Lead Partner role is the one accepted by the JS in the Handover procedure or in case of automatic handover the same as Lead Applicant. It is always possible to see which user is the Lead Partner for the project in the ‘Show more’ button at the top of the project/reporting view.

Please see the chapter ‘Handover’ for information on how a user becomes the Lead Partner of a project.

Generating project reports

Only Lead partners can generate and submit project reports.

After the project has been contracted, the ‘Reports overview’ is the default view when accessing the project. In order to generate a project report, the Lead Partner needs to select the role ‘LP’ from the role dropdown. Each Lead Partner has two roles to select from ‘PP’ for creating own partner reports and ‘LP’. The LP role allows to see reports of all project partners and to create and submit the project report.

Select Role

Lp

Project Reports

Report	Report Start	Report End	State	Date Of Project Submission	Total Expenditures	View Report
Period 1 09.06.2016 - 09.06.2018						
Report 1.1	09.06.2016	09.06.2018	Report Submitted	09.06.2016	€ 2 150.00	
Period 2 09.06.2018 - 09.06.2018						
Period 3 09.06.2018 - 09.06.2018						
Period 4 09.06.2018 - 09.06.2018						
Period 5 09.06.2018 - 09.06.2018						

Create Report For Period 2

09.06.2018 - 09.06.2018

Figure 103 Reporting overview - Generating a project report

If the Lead Partner user is not assigned to other partners as a user in the supplementary information, he/she can only see reports of other partners and cannot create, modify, delete or submit them.

All partner reports have statuses from which users can find out if the report was already certified by the FLC and if yes, whether it was included in the project report. Lead Partner can access the reports and the certificates of all partners (See Chapter Partner Report')

2 - -

Report	Report Start	Report End	State	Date Of Partner Submission	Included In Project Report	Total Partner Expenditure Declared ERDF	View Report	Certificate
Period 1 29.04.2016 - 29.04.2017								
Report 1.1	29.04.2016	29.04.2017	Report FLC Certified	13.05.2016	Period 1 Project Report 1	€ 210.93		
Period 2 30.04.2017 - 29.04.2018								
Report 2.1	30.04.2017	29.04.2018	Report FLC Certified	13.05.2016	Period 2 Project Report 1	€ 384.98		
Period 3 30.04.2018 - 29.04.2019								
Report 3.1	30.04.2018	01.04.2019	Report FLC Certified	06.06.2016	Period 4 Project Report 1	€ 1 120.12		
Report 3.2	30.04.2018	29.04.2019	Report FLC Certified	06.06.2016	Period 4 Project Report 1	€ 1 098.63		
Period 4 30.04.2019 - 29.04.2020								
Report 4.1	30.04.2019	29.04.2020	Report FLC Certified	07.06.2016	Not Included	€ 1 098.63		

Partner Living Tables

Figure 104 - Partner progress reports overview

For creating a new project report, you need to click “Create Report For” and select a period for which you wish to create a report. The system redirects you to the project report corresponding to the selected reporting period.

Each project report is given a number which consists of the period number and the report number (see example below).

Select Role

Project Reports

Report	Report Start	Report End
Period 1 30.09.2015 - 30.09.2018		
Report 1.1	30.09.2015	30.09.2018
Period 2 01.10.2018 - 30.09.2019		
Report 2.1	01.10.2018	30.09.2019

Figure 105 Project Report showing reporting period and report number

Caution!

It is currently not possible to have two open project reports at the same time. You can open another report only once the previous one has been submitted to the JS.

It is possible to delete the report only as long as it has not been submitted to the JS. In order to do this, the Lead Partner needs to click on the 'Delete Report' button in the left-side menu.

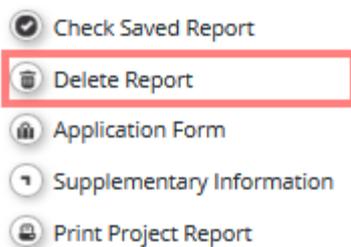


Figure 106 Project Report: deleting a report

Filling-in Project Reports

Project reports consist of a financial part and a content part. The financial part is compiled automatically by the system based on available FLC certificates included in the project report by the Lead Partner. The content part of the report needs to be filled out manually by the Lead Partner. It is also possible to upload attachments to a project report.

Some items in the project report depend on the call setup and approved application form (e.g. which work packages are available).



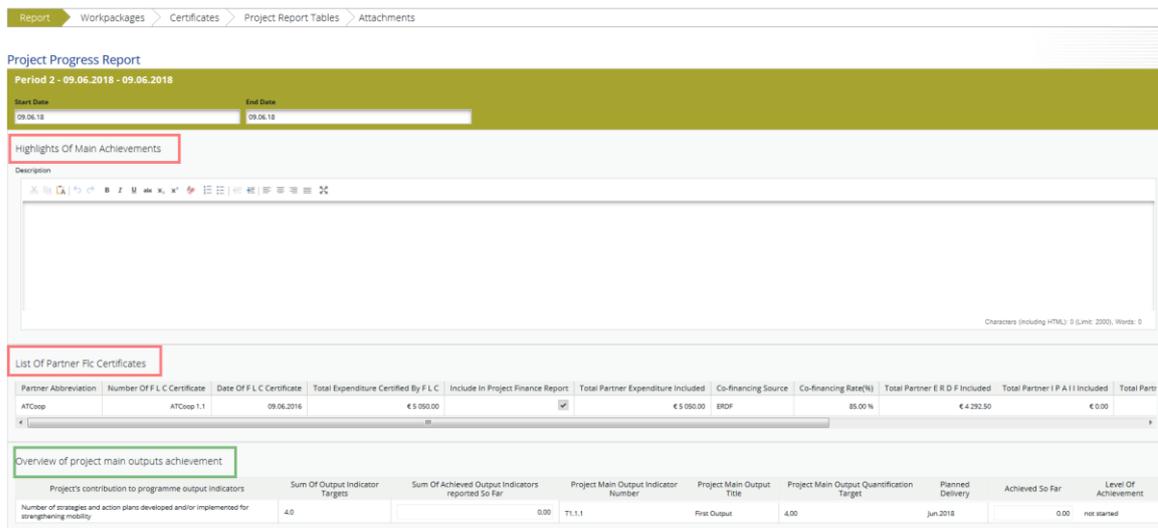
Figure 107 Project Report: Sections of the report

‘Report’ Tab

The ‘Report’ section focuses on activities implemented throughout the reporting period. It contains general descriptions of activities as well as reporting per Work Package.

This section first asks you to describe activities during the reporting period (‘Highlights of main achievements’) in this reporting period and to include FLC certificates of project partners.

An overview of project main indicators (‘project main outputs achievement’) is also provided (see framed in green below). This table is automatically generated from information provided in the ‘Workpackages’ section of the report.



The screenshot shows the 'Report' tab interface. At the top, there is a navigation breadcrumb: Report > Workpackages > Certificates > Project Report Tables > Attachments. Below this, the 'Project Progress Report' section is visible, with a period of 09.06.2018 - 09.06.2018. The 'Highlights of Main Achievements' section is highlighted with a red box and contains a rich text editor with a toolbar and a large empty text area. Below it, the 'List of Partner FLC Certificates' section is also highlighted with a red box and contains a table with the following data:

Partner Abbreviation	Number Of FLC Certificate	Date Of FLC Certificate	Total Expenditure Certified By FLC	Include In Project Finance Report	Total Partner Expenditure Included	Co-financing Source	Co-financing Rate(%)	Total Partner ERDF Included	Total Partner IPA II Included	Total Partn
ATCoop	ATCoop 1.1	08.06.2016	€ 5 050.00	<input checked="" type="checkbox"/>	€ 5 050.00	ERDF	85.00 %	€ 4 282.50	€ 0.00	

Below the table, the 'Overview of project main outputs achievement' section is highlighted with a green box and contains a table with the following data:

Project's contribution to programme output indicators	Sum Of Output Indicator Targets	Sum Of Achieved Output Indicators reported So Far	Project Main Output Indicator Number	Project Main Output Title	Project Main Output Quantification Target	Planned Delivery	Achieved So Far	Level Of Achievement
Number of strategies and action plans developed and/or implemented for strengthening mobility	4.0	0.00	71.1.1	First Output	4.00	Jun.2018	0.00	not started

Figure 108 Project Report: Top part of the ‘Report’ Tab

You are then asked to provide information on the target groups reached as well as problems encountered and solutions found.

Target Groups Reached

Target Groups	Target Value	Target groups reached in previous reporting periods	Target group reached in this reporting period	Source Of Verification	Description of the target group involvement	Target groups reached so far values (in %)
infrastructure and (public) service provider	0.00	0.00	<input type="text" value="20.00"/>	<input type="text" value="2000 Characters Remaining"/>	<input type="text" value="2000 Characters Remaining"/>	<input type="text" value="2000 Characters Remaining"/>
higher education and research	0.00	0.00	<input type="text" value="0.00"/>	<input type="text" value="2000 Characters Remaining"/>	<input type="text" value="2000 Characters Remaining"/>	<input type="text" value="2000 Characters Remaining"/>
business support organisation	0.00	0.00	<input type="text" value="0.00"/>	<input type="text" value="2000 Characters Remaining"/>	<input type="text" value="2000 Characters Remaining"/>	<input type="text" value="2000 Characters Remaining"/>

Problems And Solutions Found

Please describe (if applicable) problems and solutions found during this reporting period as regards objectives, outputs, results, partnership development and cooperation dynamics, investments, other

Characters (including HTML): 0 / Limit: 20000, Words: 0

Figure 109 Project Report: Middle part of the ‘Report’ Tab

At the bottom you will find an interface to provide information on horizontal principles and a tick box which can be used to indicate that the project has been fully implemented.

The section ‘reporting per workpackages overview’ can be used to access individual work packages.

Horizontal Principles

Horizontal Principles Description	Horizontal Principles	Contribution In This Reporting Period	Description Of The Contribution
Sustainable development		<input type="text" value="as planned"/> <input checked="" type="checkbox"/> as planned <input type="checkbox"/> additional positive effects <input type="checkbox"/> less than planned	<input type="text" value="200 Characters Remaining"/>
Equal opportunities and non-discrimination			<input type="text" value="200 Characters Remaining"/>
Equality between men and women		<input type="text" value="as planned"/>	<input type="text" value="200 Characters Remaining"/>

Fully implemented

Implemented

Implemented On:

Reporting Per Workpackage Overview

Id	Start	End	Type	Title
3029	jun.2016	jun.2018	management	Management
3030	jun.2016	jun.2018	implementation	We work

Figure 110 Project Report: Bottom part of the ‘Report’ Tab

Work packages

Reporting per work package is the second part of the project report.

Report sections of individual work packages can be accessed either from the navigation bar ‘Work packages’ or from the table at the bottom of the page under the section ‘Report’.



Figure 111 Navigation bar - Work packages

Reporting Per Workpackage Overview

	Id	Start	End	Type	Title
2461	wrz.2015	wrz.2019	management	Management	
2462	wrz.2015	wrz.2019	implementation	My Implementation T1	
2463	wrz.2015	wrz.2019	investment	My Investment I1	
2464	wrz.2015	wrz.2019	communication	Communication	

Save

Figure 112 Reporting per Work package Overview table

In this section you can describe the implementation of each work package in detail, incl. information on activities carried out and contributions by the project partners as well as information on any problems or deviations from the initial plan.

Here you also provide information on project output indicators and activities and deliveries. Reporting on deliverables, incl. upload of evidence of achievement is also part of reporting on work packages.

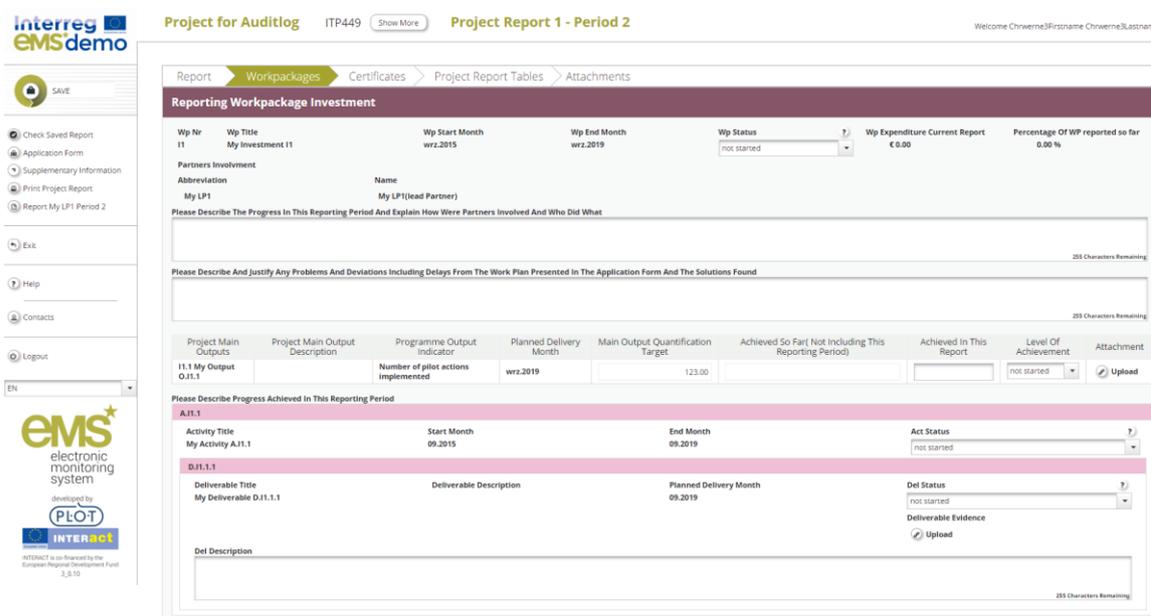


Figure 113 Reporting on work packages

Adding FLC Certificates to the Project Report

Financial reporting is done based on FLC certificates. All FLC certificates of all project partners, which were not yet included in any project report, are available to be included in the project report.

You can decide which of the available FLC certificates to include in the project report under 'Include in project finance report'. Only the selected FLC certificates will be taken into account for project report.

FLC certificates, which are not included in one project report, can be included in another project report. The eMS does not check whether all the FLC certificates included in a project report by the LP refer to the same reporting period. This means that FLC certificates could originate from different reporting periods. It is possible for programmes, however, to add error checks in the validation plugin.

Partner Abbreviation	Number Of F.L.C Certificate	Date Of F.L.C Certificate	Total Expenditure Certified By F.L.C	Include In Project Finance Report	Total Partner Expenditure Included	Co-financing Source	Co-financing Rate(%)	Total Partner E R D F Included
RLP	RLP 1.1	13.05.2016	€ 126 638.99	<input checked="" type="checkbox"/>	€ 126 637.78	ERDF	85.00 %	€ 107 642.11
	1.1	13.05.2016	€ 185.79	<input checked="" type="checkbox"/>	€ 185.73	ERDF	85.00 %	€ 157.87

Figure 114 - Including Partner FLC Certificates in a Project Report

Once the FLC certificates are selected to be added to the project report, they can be accessed from two places in the project report: navigation toolbar tab 'Certificates' or table 'List of Partner FLC Certificates' under 'Reports' tab. Under 'Certificates' only those selected will be visible.



Figure 115 Navigation bar - FLC Certificates

You can access individual expenditure items of project partners in the List of Expenditure (LoE) and decrease the amount of single items if necessary. The LP can also decrease single expenditure items to zero, which means that the expenditure claimed by the project partner for this items, will completely be excluded from the project report.

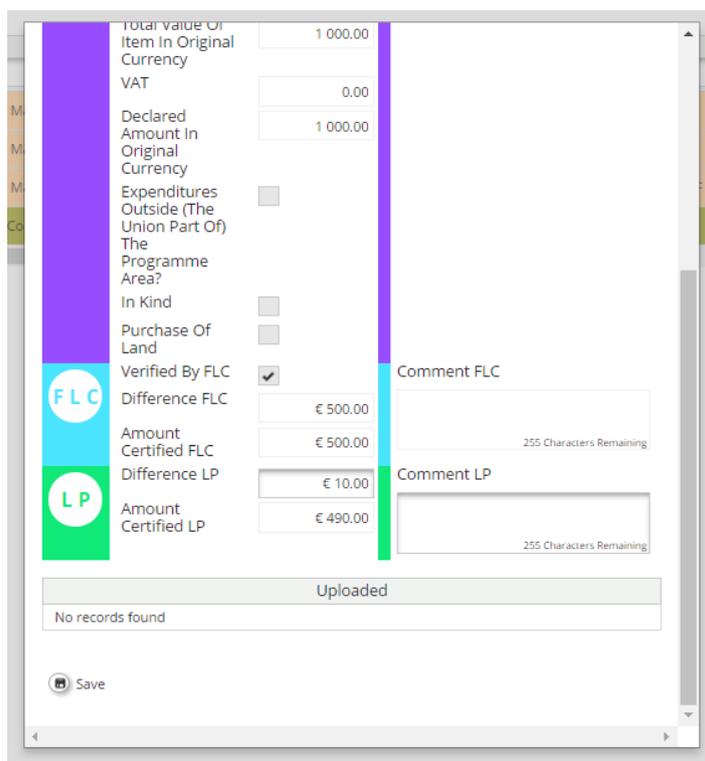


Figure 116 Editing Expenditures by the Lead Partner

Expenditures can be edited by a Lead Partner directly in the item view form by setting the difference in the corresponding field (see Figure 9). The values previously inserted by a partner and by FLC (Budget Line, Work package, Internal Reference Number, Invoice Number, Invoice Date, Date of Payment, Currency, VAT) cannot be modified anymore.

Attention

The Lead Partner can only decrease items certified by FLC and cannot increase them.

Warning

If a programme does not allow the Lead Partner to decrease or exclude expenditure of other partners, it is necessary for a programme to implement a validation in the plugin which is called at saving time of the expenditure element or at the validation step before submission of a report.

The Lead Partner can also revert partner reports back to the FLC or to the partners. This might be necessary in case he/she notices a mistake, which is not in his/her authority to correct. In order to do this, the applicant user role needs to have the user privilege 'LP_REVERT_REPORT'.

List Of Partner Flc Certificates

Total Partner E R D F Included	Total Partner I P A I I Included	Total Partner E N I Included	Flc Report	Revert
€ 212.00			Show Report	<input type="button" value="Revert From Lp To Flc"/> <input type="button" value="Revert From Lp To Pp"/>
	€ 10 050.00		Show Report	<input type="button" value="Revert From Lp To Flc"/> <input type="button" value="Revert From Lp To Pp"/>

Figure 117 - Reverting Partner Reports from the Lead partner to FLC or project partners

Reverting the report to a project partner means that the project partner needs to correct and re-submit the report to the FLC and then the FLC needs to re-certify the report.

Reverting the report to FLC means that the FLC needs to re-certify the report but no corrections from the Partner are necessary.

Warning

Lead Partner cannot revert his own report neither to FLC nor to the PP. If he does, the eMS displays error message at the top of the page and no action is performed by the system.

Project Report Tables



Figure 118 Navigation bar - Project Report Tables

Here you can find various summary tables of the expenditure included in the project report. Please note that the tables are updated before the report is submitted. All the cuts done by the LP should be immediately visible in the tables.

Project report tables follow the same logic as those in the partner report but take into account all certificates included in the project report.

Please note that the ‘Currently reported’ column changes its values (and name) each time a project report changes a status. Before the report is submitted it is ‘amount to be declared to the JS’ and once it is submitted it changes into ‘amount declared to the JS’. Likewise, the column ‘Previously reported (certified by CA) also changes if new CA confirmations become available. After submission of the report to the JS, the values do not change anymore.

Project Report Expenditure Summary

Programme Co-financing	Project Total Budget	Previously Reported Certified By A)	Currently Reported (amount declared to the JS)	Total Reported	%of Total Budget	Remaining Budget	Total Amount Declared By Partner(s)	Total Amount Certified By Fic	Total Amount Included in Project Finance Report	Total Amount Approved By Js	Total Amount Approved By Ma	Total Amount Approved By Ca	Total Declared But Found Ineligible	Total Amount In Pipeline
Total Co-financing	€ 39 433.94	€ 0.00	€ 107 799.98	€ 107 799.98	273.00 %	€ -68 366.04	€ 108 058.05	€ 107 810.41	€ 107 799.98	€ 107 677.26	€ 107 563.89	€ 107 563.89	€ 494.14	€ 107 563.91
Of Which ERDF	€ 39 433.94	€ 0.00	€ 107 799.98	€ 107 799.98	273.00 %	€ -68 366.04	€ 108 058.05	€ 107 810.41	€ 107 799.98	€ 107 677.26	€ 107 563.89	€ 107 563.89	€ 494.14	€ 107 563.91
Partner Contribution	€ 6 958.94	€ 0.00	€ 19 023.53	€ 19 023.53	273.00 %	€ -12 064.59	€ 19 069.07	€ 19 025.37	€ 19 023.53	€ 19 001.88	€ 18 981.87	€ 18 981.87	€ 87.22	€ 18 981.85
Total Regular Expenditure	€ 46 392.88	€ 0.00	€ 126 823.51	€ 126 823.51	273.00 %	€ -60 430.63	€ 127 127.12	€ 126 835.78	€ 126 823.51	€ 126 679.14	€ 126 545.76	€ 126 545.76	€ 581.36	€ 126 545.76

Project Expenditure Per Budgetline

Budgetline	Project Total Budget	Previously Reported Certified By A)	Currently Reported (amount declared to the JS)	Total Reported	%of Total Budget	Remaining Budget	Total Amount Declared By Partner(s)	Total Amount Certified By Fic	Total Amount Included in Project Finance Report	Total Amount Approved By Js	Total Amount Approved By Ma	Total Amount Approved By Ca	Total Declared But Found Ineligible	Total Amount In Pipeline
Staff costs	€ 6 089.56	€ 0.00	€ 20 447.21	€ 20 447.21	336.00 %	€ -14 357.65	€ 0.00	€ 20 448.26	€ 20 447.21	€ 20 425.75	€ 20 405.15	€ 20 405.15	€ 88.93	€ -88.93
Office and administration	€ 852.72	€ 0.00	€ 2 750.42	€ 2 750.42	323.00 %	€ -1 897.70	€ 0.00	€ 2 750.57	€ 2 750.42	€ 2 747.51	€ 2 744.73	€ 2 744.73	€ 12.01	€ -12.01

Figure 119 - Project Report Tables

Attachments

Figure 120 Navigation bar - Attachments

It is possible to upload additional attachments relevant for the entire project report. In order to do so, please use the ‘Attachments’ tab.

Submitting a Project Report

Before submitting a project report, the saved report needs to be checked (analogically to checking saved projects when submitting the application form) by clicking “Check Saved Report” in the left-side menu. When clicking this button, the system will call a plugin where programmes can include validation rules for the project report.

Once the report is successfully checked, it can be submitted by clicking ‘Submit Report’, which will appear instead of ‘Check Saved Report’ button.

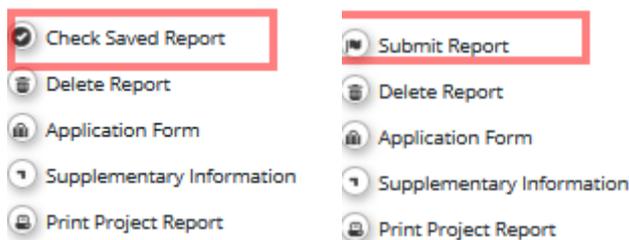


Figure 121 - Checking and submitting project report

The project report is submitted to the JS. The report state is changed from In ’ into ‘Report Submitted’ and a submission date is displayed in the overview table.

Project Reports

Report	Report Start	Report End	State	Date Of Project Submission	Total Expenditures	View Report
Period 1 05.05.2015 - 05.05.2016						
Report 1.1	05.05.2015	05.05.2016	Report Submitted	25.02.2016	€ 10 261.85	
Period 2 06.05.2016 - 31.12.2016						
Period 3 01.01.2017 - 05.05.2017						

Figure 122 - Report submitted

After submission, the Lead Partner can see the report but can't modify it anymore.

A new project report can be opened once the previous one has been submitted to JS.
More than one project report can be submitted per period.

Project report monitoring (JS)

Access to reports

Needed user rights / privileges

The first authority to monitor the project report is the Joint Secretariat (JS). Typical user privileges for the JS role during monitoring include:

- JTS for accessing JS functionalities in the reporting phase
- LP_REVERT_REPORT for reverting the project report to the LP and the FLC
- JS_REVERT_REPORT_TO_PP for reverting the report to the PP
- ENABLE_ATTACHMENTS_JTS for re-opening the attachment section for additional uploads by the LP.
- JTS_ATTACHMENT for attaching internal JS documents
- R_FINANCE_REPORT_DETAILS_PROCESSING; gives access to the right-hand side of the financial report (see below)
- R_FLC_CERTIFICATE; allows viewing of the finalised FLC certificate
- R_FLC_XX; allows viewing of individual Tabs of the FLC section such as FLC checklist of FLC risk assessments.
- SU_XX_R; SU_XX_RW; provides write and/or read access to individual tabs of the supplementary information. XX is a placeholder for abbreviations of supplementary information tabs such as 'SU_PROCUREMENT_RW', which provides read and write access to the public procurement tab.
- Read/write to privilege for the JS Monitoring checklist.
- SUBMIT_EVALUATION to consolidate and finalise the monitoring checklist. Can be used for supervisors for approval of the monitoring work and submission of the report to MA.
- PROGRAMME_LIVING; shows the programme-level living table
- LOEXP shows a list of all expenditure items of all projects
- PROJECTFINANCE_CA; shows a programme-level list of all submitted project reports

How to access project reports

You can enter the project reports in the “Reporting” section of the left-side menu by clicking on “Open JTS Project Progress Reports”.

All the project reports, which were submitted by Lead Partners and not yet processed (i.e. finalized) by the JS, are listed here.

By clicking on magnifying glass under ‘View’ column, you will be redirected to the project report in question.

Reports

- ▼ Personal
 - Dashboard
 - Mailbox
 - Generated Files
 - User Account
- ▶ Applications
- ▶ Assessment: First Step
- ▶ Assessment
- ▶ Handover And Contracting
- ▶ FLC
- ▶ Programme Tables
- ▶ Archive
- ▶ eMS Management
- ▶ Project Idea
- ▼ Reporting
 - Open JTS Project Progress Reports**

Open Project Progress Reports

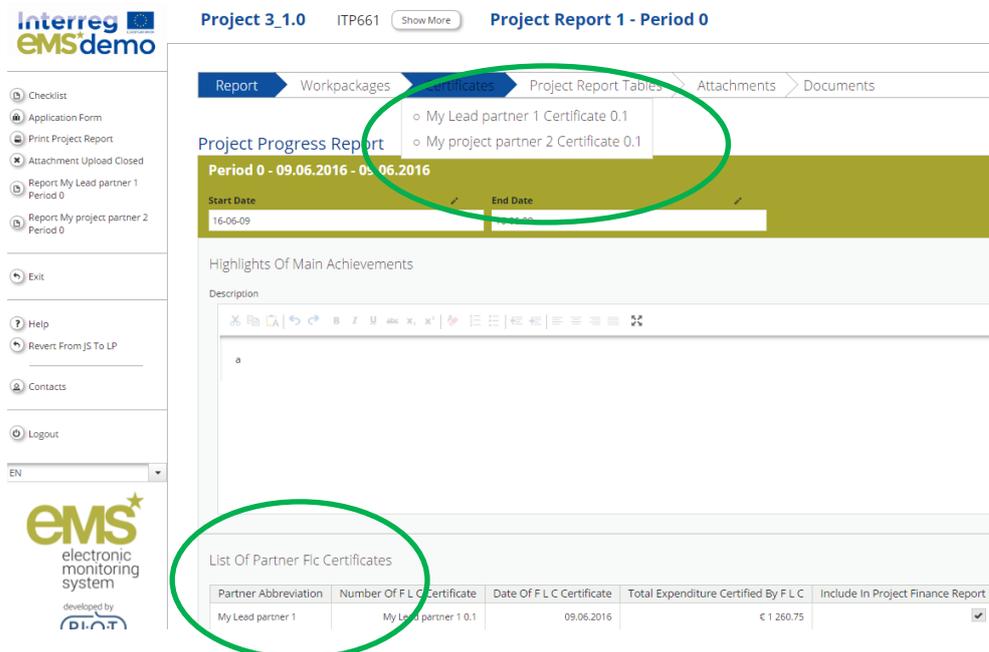
Project ↕	Period ↕	Start ↕	End ↕	Submitted ↕	View
ITP296	Period 1: 27.02.2015 - 27.02.2016	27.02.2015	27.02.2016	12.03.2015	
ITP305	Period 0: 05.02.2015 - 05.03.2015	05.02.2015	05.03.2015	24.03.2015	
ITP319	Period 0: 19.03.2014 - 19.03.2015	19.03.2014	19.03.2015	07.04.2015	
ITP344	Period 2: 02.04.2017 - 13.04.2020	02.04.2017	13.04.2020	14.04.2015	
ITP319	Period 2: 11.07.2015 - 30.09.2015	11.07.2015	30.09.2015	29.04.2015	
ITP353	Period 1: 05.05.2015 - 05.05.2016	05.05.2015	05.05.2016	05.04.2016	
ITP368	Period 1: 28.05.2015 - 01.01.2016	28.05.2015	01.01.2016	09.06.2015	
ITP368	Period 2: 02.01.2016 - 25.05.2016	02.01.2016	25.05.2016	09.06.2015	
ITP296	Period 1: 27.02.2015 - 27.02.2016	27.02.2015	27.02.2016	12.03.2015	
ITP382	Period 1: 23.06.2015 - 22.12.2015	23.06.2015	22.12.2015	29.10.2015	
ITP385	Period 0: 02.07.2015 - 02.07.2015	02.07.2015	02.07.2015	07.07.2015	
ITP390	Period 1: 15.07.2015 - 14.01.2016	15.07.2015	14.01.2016	15.07.2015	
ITP390	Period 1: 15.07.2015 - 14.01.2016	15.07.2015	14.01.2016	15.07.2015	

Figure 123 - Accessing open project reports

Project report monitoring

You can see the report itself, including all the tabs and attachments as well as all the attached FLC certificates of partners' expenditure. You can access partner reports in two places 1) in the Report Tab 'Certificates' and 2) as well in the 'List of Partner FLC Certificates' table. You can access and edit the List of Expenditures (LoE) of each of the partners. The content part of the report cannot be edited by the JS, only the List of Expenditures can.

List of Expenditures (LoE)

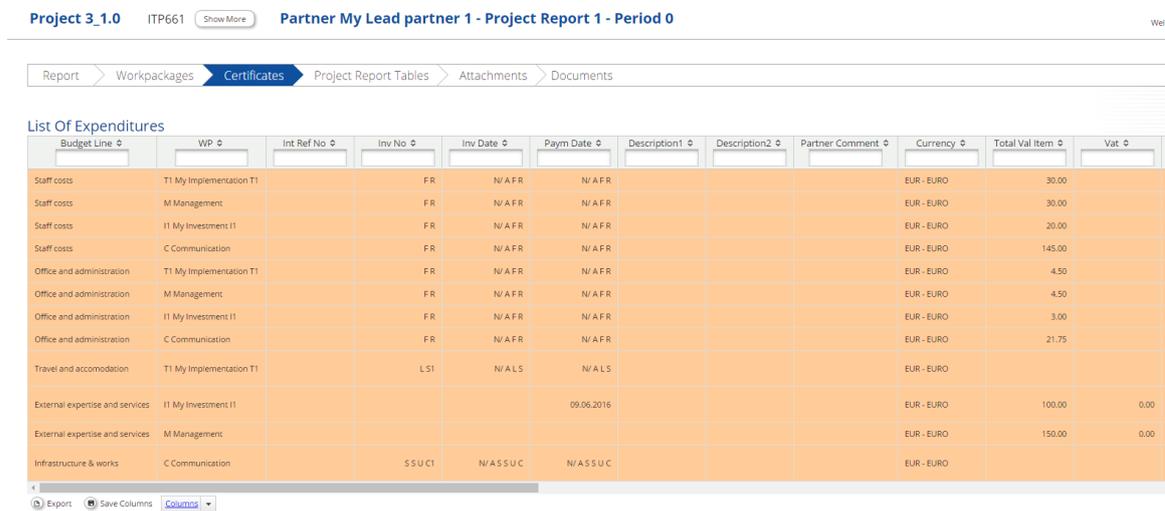


The screenshot shows the 'Project 3_1.0' interface. The 'Certificates' menu is highlighted with a green circle, showing options for 'My Lead partner 1 Certificate 0.1' and 'My project partner 2 Certificate 0.1'. Below, the 'List of Partner FLC Certificates' table is also circled in green.

Partner Abbreviation	Number Of F L C Certificate	Date Of F L C Certificate	Total Expenditure Certified By F L C	Include in Project Finance Report
My Lead partner 1	My Lead partner 1 0.1	09.06.2016	€ 1 260.75	<input checked="" type="checkbox"/>

Figure 124 Access to Partner FLC Certificates included in the project report.

When clicking on one of the certificates, you will be redirected to the List of Expenditure in question.



The screenshot shows the 'List of Expenditures' table with various columns including Budget Line, WP, Int Ref No, Inv No, Inv Date, Paym Date, Description1, Description2, Partner Comment, Currency, Total Val Item, and Vat.

Budget Line	WP	Int Ref No	Inv No	Inv Date	Paym Date	Description1	Description2	Partner Comment	Currency	Total Val Item	Vat
Staff costs	T1 My Implementation T1		FR	N/A FR	N/A FR				EUR - EURO	30.00	
Staff costs	M Management		FR	N/A FR	N/A FR				EUR - EURO	30.00	
Staff costs	I1 My Investment I1		FR	N/A FR	N/A FR				EUR - EURO	20.00	
Staff costs	C Communication		FR	N/A FR	N/A FR				EUR - EURO	145.00	
Office and administration	T1 My Implementation T1		FR	N/A FR	N/A FR				EUR - EURO	4.50	
Office and administration	M Management		FR	N/A FR	N/A FR				EUR - EURO	4.50	
Office and administration	I1 My Investment I1		FR	N/A FR	N/A FR				EUR - EURO	3.00	
Office and administration	C Communication		FR	N/A FR	N/A FR				EUR - EURO	21.75	
Travel and accommodation	T1 My Implementation T1		LS1	N/A LS	N/A LS				EUR - EURO		
External expertise and services	I1 My Investment I1				09.06.2016				EUR - EURO	100.00	0.00
External expertise and services	M Management								EUR - EURO	150.00	0.00
Infrastructure & works	C Communication		SSUC1	N/A SSUC	N/A SSUC				EUR - EURO		

Figure 125 List of Expenditure, JS view

You can also open the generated FLC Certificate (pdf template, generated by the FLC when approving the partner report), by clicking on the 'Show FLC Certificate' under the 'FLC Certificate' column of the 'Partner FLC Certificates' table.

Total Partner Expenditure Included	Co-financing Source	Co-financing Rate(%)	Total Partner E R D F Included	Total Partner I P A I I Included	Total Partner E N I Included	FLC certificate	Revert
€ 1 260.75	ERDF	85.00 %	€ 1 071.63	€ 0.00	€ 0.00	Show FLC certificate	Revert From Js To Flc
€ 143 567.00	ERDF	85.00 %	€ 122 031.95	€ 0.00	€ 0.00	Show FLC certificate	Revert From Js To Flc

Figure 126 - Access to the printed FLC Certificate

Project 3.1.0 ITP661 [Show More](#) Partner Report 1 My Lead partner 1 Period 0 - Certificate Welcome JS1 JTS1Lastname

FLC Certificate

General information

ETC programme	INTERACT Test_m_01
Project Title	Project 3.1.0
Project Acronym	Project 3.1.0
Project Number	ITP661
Name of Lead Partner	My lead partner 1

Report information

Approved implementation period	
Reporting Period	Period 0 09.06.2016 - 09.06.2016 (0 months)
Report Number	1
Report issued by project partner	09.06.2016
Type of project	<input type="checkbox"/> preparation costs <input type="checkbox"/> partner report <input type="checkbox"/> final report
Name of controlled project partner	2. Project Partner
Partner role in the project	My Lead partner 1 LP

FLC Documents

Accounting System

Account Purposes	An Adequate Accounting System		
------------------	-------------------------------	--	--

VAT

Recover Vat	Yes <input checked="" type="checkbox"/>	Partially <input type="checkbox"/>	No <input type="checkbox"/>
-------------	---	------------------------------------	-----------------------------

Bank Account

Iban And Bic Correct	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Comments	x		

Partnership Agreement

Agreed And Signed	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Comments	y		

Format Of Documents

Formats Made Available To Flc	Original <input checked="" type="checkbox"/>	Copy <input type="checkbox"/>	Electronic <input type="checkbox"/>
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FLC Report

Figure 127 printed FLC certificate view

From the general view of the List of Expenditure, you can open any single item verified by FLC and deduct or add amounts and make comments. It is also possible to edit the item directly in the List of Expenditure table. You can see all the details of declared amounts as well as all the cuts done by previous authorities (i.e. the FLC and the Lead Partner). Only JS columns are editable at this point.

Verified By FLC	Difference FLC	Amount Certified FLC	Comment FLC	Difference LP	Amount Certified L P	Comment LP
✓	€ 20.00	€ 10.00		€ 0.00	€ 10.00	
✓	€ 0.00	€ 30.00		€ 0.00	€ 30.00	
✓	€ 0.00	€ 20.00		€ 0.00	€ 20.00	
✓	€ 0.00	€ 145.00		€ 0.00	€ 145.00	
✓	€ 3.00	€ 1.50		€ 0.00	€ 1.50	
✓	€ 0.00	€ 4.50		€ 0.00	€ 4.50	
✓	€ 0.00	€ 3.00		€ 0.00	€ 3.00	
✓	€ 0.00	€ 21.75		€ 0.00	€ 21.75	
✓	€ 100.00	€ 50.00		€ 0.00	€ 50.00	
✓	€ 0.00	€ 100.00		€ 0.00	€ 100.00	
✓	€ 0.00	€ 150.00		€ 0.00	€ 150.00	
✓	€ 0.00	€ 725.00		€ 0.00	€ 725.00	

Figure 128 Cuts by previous authorities seen in the main List of Expenditure

Normally expenditure items will be framed in orange colour (see above), indicating that the items have been verified by FLC. In some cases, an expenditure item can be framed in pink colour, indicating that the item was originally submitted to FLC in a different partner report. Please refer to the FLC chapter for more information on FLC certification.

List Of Expenditures

Report Number	Budget Line	WP	Int Ref No	Inv No
ATCoop 2.1	Staff costs	M Management		
ATCoop 2.1	Office and administration	M Management		F
ATCoop 2.1	External expertise and services	T1 We work		
ATCoop 3.1	External expertise and services	M Management		
ATCoop 1.1	Infrastructure & works	M Management		
ATCoop 2.1	Infrastructure & works	M Management		

Export Save Columns Columns

Figure 129 Pink rows indicate that expenditure items originates from a different partner report

The LoE is a very wide table with many columns. You can hide columns that you do not need through the column selector feature (see below).

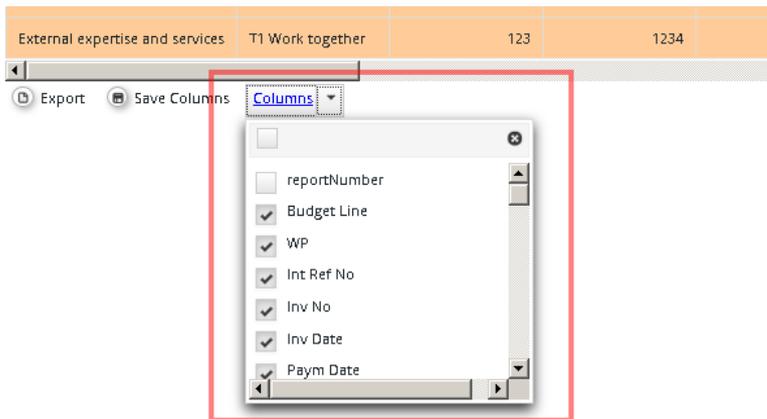


Figure 130 Hiding columns of the LoE

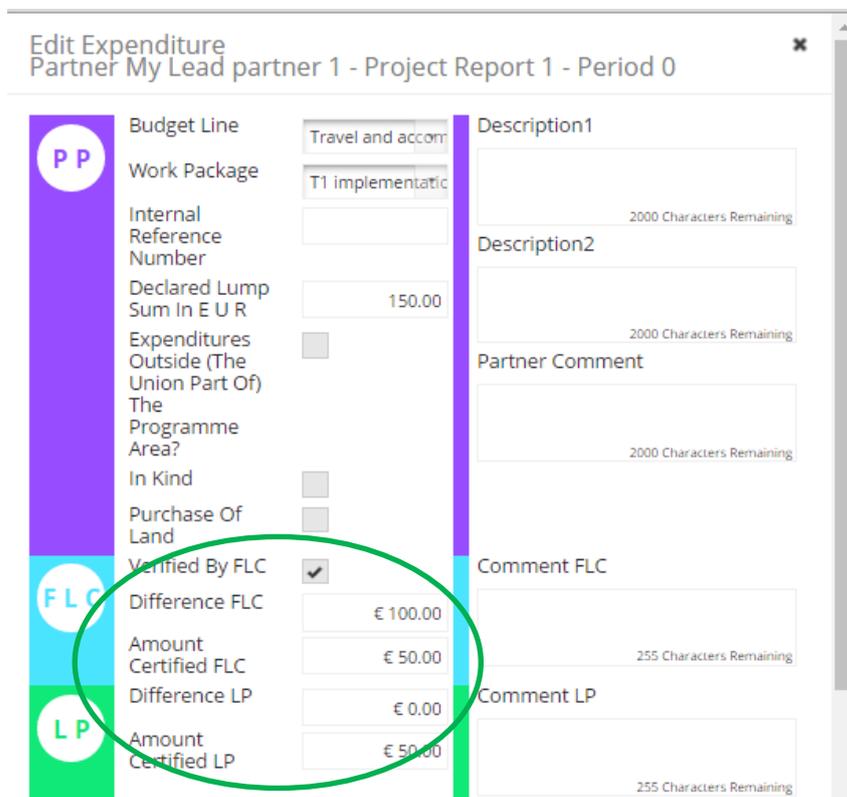


Figure 131 Cuts by previous authorities seen in the single expenditure pop-up

If you find an amount partially or completely ineligible, you can decrease it either in the pop-up or in the List of Expenditure directly.

It is also possible to increase amounts by entering negative numbers into the 'Difference JS' field.

JS

Difference JS

Amount Certified JS

€ 20.00

€ 30.00

Comment JS

20 EUR is not eligible

233 Characters Remaining

Figure 132 JS can change amounts in the popup

Difference JS ↕	Amount Certified JS ↕	Comment JS ↕
€ 0.00	€ 10.00	
€ 0.00	€ 30.00	
€ 3.00	€ 17.00	
€ 0.00	€ 145.00	
€ 0.00	€ 1.50	
€ 0.00	€ 4.50	
€ 0.45	€ 2.55	
€ 0.00	€ 21.75	
€ 0.00	€ 50.00	
€ 15.00	€ 85.00	15 EUR is not eligi
€ 0.00	€ 150.00	
€ 0.00	€ 725.00	

Figure 133 JS difference in the List of Expenditure

Please note that flat rates will be adjusted automatically. It is not possible to manually cut the flat rates.

If any of the expenditure to be adjusted was declared in a currency different than EUR, you may decide to cut it in EUR or cut it in original currency. In order to cut in the original currency, you need to check the box ‘edit amount in original currency’. Then you can enter the difference in the original currency and the system will calculate the difference and the new eligible amount in EUR using the exchange rate of the time when the item was submitted to the FLC.

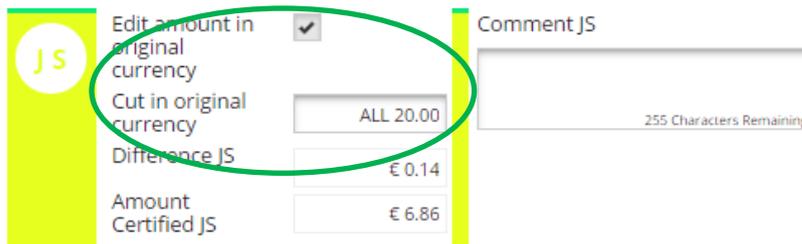


Figure 134 Cuts in original currency

Attention

Cuts in original currency are only possible in the single expenditure pop-up. All edits done directly in the List of Expenditure are by default in EUR.

Project report approval

Assessment

You can assess and approve the report by filling out a checklist. The checklist is accessible from the left-side menu item ‘Checklist’.

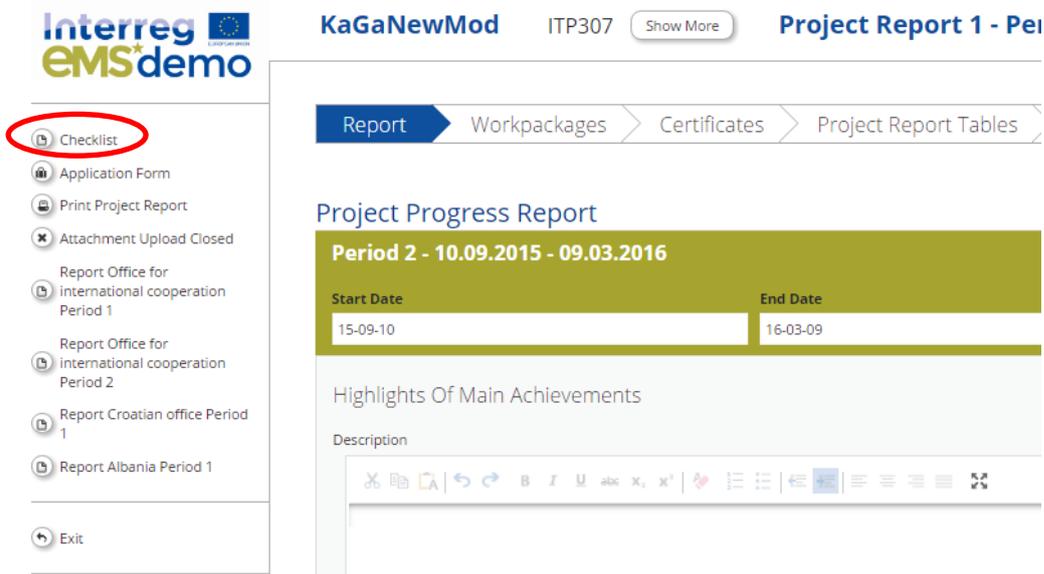


Figure 135 Access to the JS checklist

The checklist needs to be pre-defined by the programme and have the ‘JTS progress report’ type. It has to be assigned to a specific call for proposal as well as to the JS user role. Only if all these conditions are fulfilled, the JS user can see and fill out the checklist. Please see more information on the checklists in the chapter ‘Checklists’.

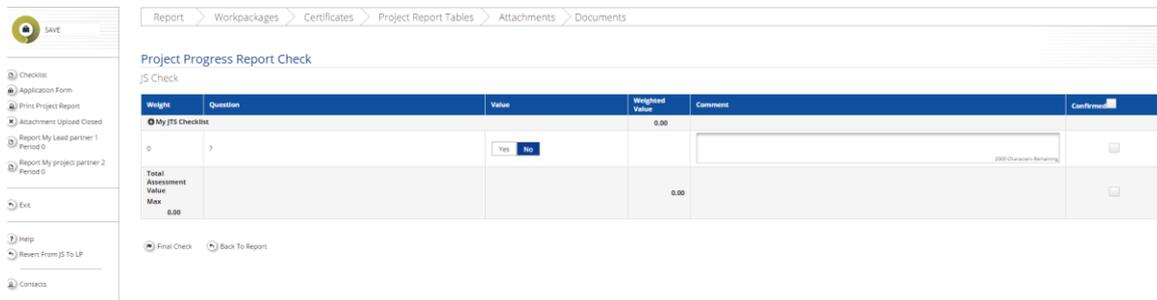


Figure 136 Example of a JS checklist

JS approval of Project Report

Once the JS checklist is filled out and all the questions are confirmed, it must be consolidated by a privileged user (user privilege: SUBMIT_EVALUATION). For more information please see the chapter ‘Checklists’. Only after consolidation is done and confirmed it is possible to finish the JS check. The user who does the consolidation needs to click on ‘Finish JS check’ at the bottom of the consolidation view to submit the report to MA.

Project Progress Report Check

JS Check

Question		
Weight	Value	Average
My JTS Checklist		
?		
0	Yes No	N
	Yes No	
Total Assessment Value		
Max	0.00	



Figure 137 JS checklist consolidation view with a possibility to finalise the JS check

Caution!

The 'Finish JS Check' button is only visible if all the question in the consolidated view are confirmed and the checklist is saved.

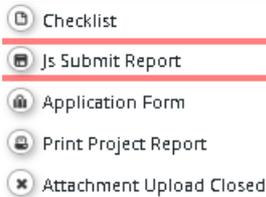


Figure 138 Submitting the Project Report by JS to MA

After the project report is submitted by the JS (i.e. approved) it disappears from the list of 'Open project reports' and moves to the similar list of the Managing Authority.

Reverting project reports to LP, FLC or PP

If you are not satisfied with the quality of the report, you can revert the report to the LP, FLC or PP for further improvements. When reverting a report, information already entered into the JS checklist is not lost, even if the checklist had not been consolidated prior to reverting.

Reverting the Project Report to the Lead Partner

You can revert the project report to the Lead Partner by clicking the 'Revert from JS to LP' button in the left-side menu. Please note that this menu item requires that the user privilege 'JS_REVERT_REPORT' is allocated to the JS user role.



Figure 139 JS option to revert the entire Project Report to the LP

If a project report is reverted to the LP, it can be modified by the lead partner and re-submitted to the JS.

Reverting FLC Certificates of single partners to the FLC of the partners or to the project Partner

If you are not satisfied with one or more FLC certificates and find it necessary to correct the FLC job, you can revert individual FLC certificates to the FLC of the corresponding project partner. In such a case the FLC needs to modify their certificate

and resubmit it to the Lead Partner. The Lead Partner subsequently needs to resubmit the Project Report to the JS. You can revert the FLC Certificate to FLC by clicking ‘Revert from JS to FLC’ in the list of certificates (see below). Please note that this type of reverting requires that the user privilege ‘JS_REVERT_REPORT’ is allocated to the JS user role.

It is also possible to revert the certificate from the JS directly to the project partner. In such a case, the partner needs to correct the partner report and resubmit it to the FLC. The FLC subsequently needs to reissue the certificate and resubmit it to the Lead Partner, who in turn needs to resubmit the project report to the JS.

You can revert the partner report to the project partner by clicking ‘Revert from JS to PP’ in the list of certificates (see below). Please note that this type of reverting requires that the user privilege ‘JS_REVERT_REPORT_TO_PP’. These options are available in the ‘List Of Partner FLC Certificates’ table in the project report overview.

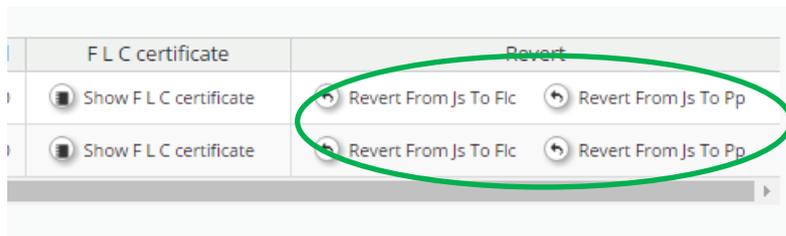


Figure 140 JS option to revert the Certificate of a project partner to the FLC or to the Project Partner

Reopening the attachment section for the LP

In case you require additional documents to be provided by the LP, but otherwise no changes to the project report, you can simply re-open the attachment section of the project report for the LP. For this the user privilege ‘ENABLE_ATTACHMENTS_JTS’ is necessary.

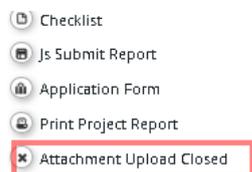


Figure 141 JS option to reopen the attachment section of the project report for the LP

Requesting additional project and partner reports

In general, each of the partners is able to generate just one partner report per period. If needed, you can enable additional partner reports for any of the existing periods. In order to do this, you open the report overview of the project in question, select the

relevant period and click on ‘Create report for’ in the reporting table of the relevant partner. The partner is then able to modify and submit the report.

2 - My project partner 2 - My project partner 2

Report	Report Start	Report End	State
Period 0 09.06.2016 - 09.06.2016			
Report 0.1	09.06.2016	09.06.2016	Report FLC Certi
Period 1 09.06.2016 - 08.12.2016			
Period 2 09.12.2016 - 08.06.2017			
Period 3 09.06.2017 - 08.12.2017			
Period 4 09.12.2017 - 08.06.2018			
Period 5 09.06.2018 - 08.12.2018			
Period 6 09.12.2018 - 08.06.2019			
Period 7 09.06.2019 - 08.12.2019			
Period 8 09.12.2019 - 09.06.2020			

Partner Living Tables

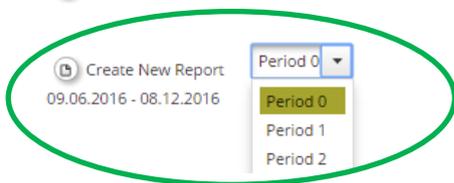


Figure 142 Requesting additional partner reports

Similarly, the Lead Partner is able to create just one Project Report per period. If needed, the JS can enable additional project reports for any of the existing periods. In order to do this, you open the report overview of the project in question and select the relevant period and click on ‘Create report for’. The Lead Partner is able to modify and submit such a report.

Project Reports

Report	Report Start	Report End	State
Period 0 09.06.2016 - 09.06.2016			
Report 0.1	09.06.2016	09.06.2016	Report In Progress
Period 1 09.06.2016 - 08.12.2016			
Period 2 09.12.2016 - 08.06.2017			
Period 3 09.06.2017 - 08.12.2017			
Period 4 09.12.2017 - 08.06.2018			
Period 5 09.06.2018 - 08.12.2018			
Period 6 09.12.2018 - 08.06.2019			
Period 7 09.06.2019 - 08.12.2019			
Period 8 09.12.2019 - 09.06.2020			

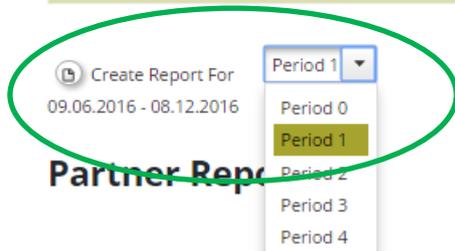


Figure 143 Requesting additional project report

Monitoring types of FLC/JS/MA corrections

Based on request of programmes, starting from eMS version 3_2, FLC, JS and MA can indicate a type of corrections each time they cut costs in partner List of Expenditure. The system also supports statistics on such corrections.

Only the authorities that are considered management verifications bodies have the possibility to indicate a type of correction.

FLC corrections

FLC works as previously in the List of Expenditure and makes necessary corrections. Each time, the 'Difference FLC' field contains amount other than 0 the dropdown in the column 'FLC correction type' becomes active.

FLC can select a type of correction for correcting the invoice from a dropdown.

Flc correction type ↕	Edit amount in original currency	Difference FLC ↕	Cut In Original Currency	Amount Certified FLC ↕
Other		€ 1 250.00		€ 14 623.27
Other		€ 0.00		€ 2 163.74
Other		€ 0.00		€ 73 932.97
Other		€ 250.00		€ 2 924.65
Other		€ 0.00		€ 432.74
Other		€ 0.00		€ 14 786.59
-		€ 0.00		€ 50 000.00
Incorrect public procurement	<input type="checkbox"/>	€ 5 000.00		€ 8 493.09
-		€ 0.00		€ 8 654.98
Incomplete audit trail, missing evidence				
Incorrect public procurement				
State aid-related error	<input type="checkbox"/>	€ 0.00		€ 295 731.91
Revenue generating operation				
Information and publicity error				
Incorrect use of simplified cost option				

Figure 144 List of Expenditure - FLC cuts

As it is not possible to correct the flat rates, it is also not possible to select a correction type for flat rates. The system however calculates the relevant share of flat rates and adds it to the cut in the statistics on reasons for correction.

Statistics on FLC cuts are shown in the FLC Report.

Flc corrections

	Incomplete audit trail, missing evidence	Incorrect public procurement	State aid-related error	Revenue generating operation	Information and publicity error	Incorrect use of simplified cost option
Staff costs	€ 0.00	€ 1 250.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Office and administration	€ 0.00	€ 250.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Travel and accomodation	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
External expertise and services	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Equipment	€ 0.00	€ 5 000.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Investment	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Net Revenue	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Total	€ 0.00	€ 6 500.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00

Figure 145 FLC Report - FLC corrections overview table

JS corrections

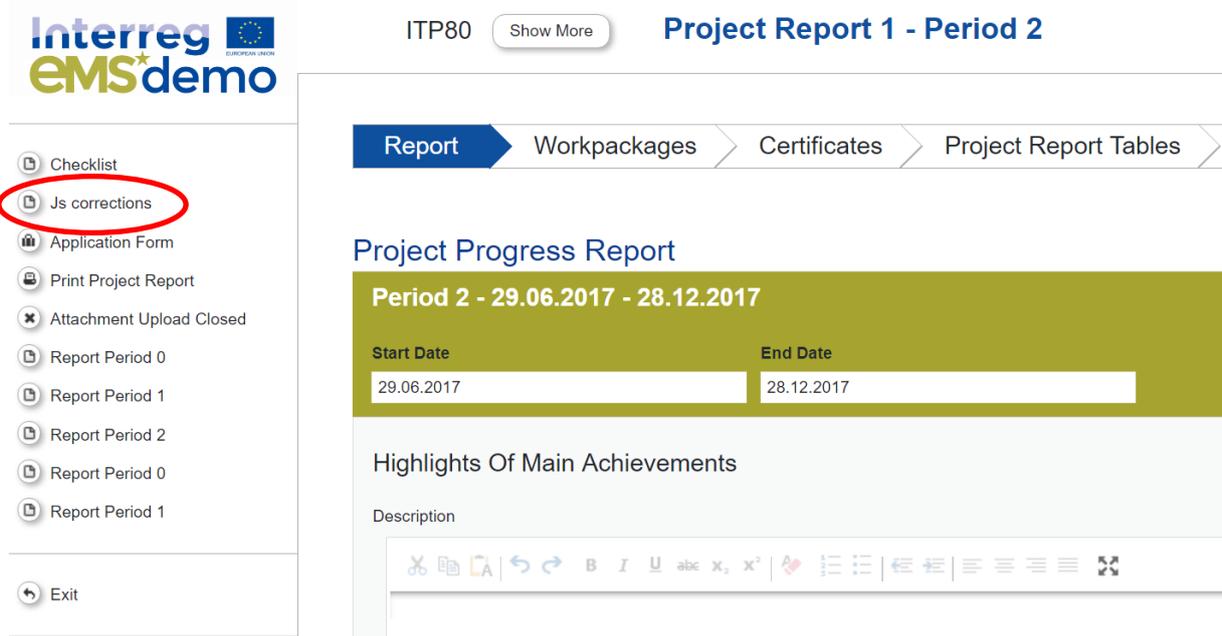
Similarly to the FLC, JS works as previously in the List of Expenditure and makes necessary corrections. Each time, the 'Difference JS' field contains amount other than 0 the dropdown in the column 'JS correction type' becomes active.

Js correction type	Difference JS	Amount Certified JS
Other	€ 2.50	€ 14 620.77
Other	€ 0.00	€ 2 163.74
Other	€ 0.00	€ 73 932.97
Other	€ 0.50	€ 2 924.15
Other	€ 0.00	€ 432.74
Other	€ 0.00	€ 14 786.59
Information and publicity error	€ 10.00	€ 49 990.00
-		
Incomplete audit trail, missing evidence	€ 0.00	€ 8 493.09
Incorrect public procurement		
State aid-related error	€ 0.00	€ 8 654.98
Revenue generating operation		
Information and publicity error		
Incorrect use of simplified cost option	€ 0.00	€ 295 731.91
VAT not eligible		
No or insufficient link to project		

Figure 146 List of Expenditure - JS cuts

The flat rates are added to the overall statistics on correction types, not allocated to single expenditure item in the List of Expenditure.

The project report statistics on JS corrections are available from the report view (left side menu ‘JS corrections’).



The screenshot shows the Interreg EMS demo interface. On the left is a navigation menu with the following items: Checklist, Js corrections (circled in red), Application Form, Print Project Report, Attachment Upload Closed, Report Period 0, Report Period 1, Report Period 2, Report Period 0, Report Period 1, and Exit. The main content area is titled 'Project Report 1 - Period 2' and includes a breadcrumb trail: Report > Workpackages > Certificates > Project Report Tables. Below the breadcrumb is a 'Project Progress Report' section for 'Period 2 - 29.06.2017 - 28.12.2017'. This section contains a table with 'Start Date' (29.06.2017) and 'End Date' (28.12.2017). Below the table is a 'Highlights Of Main Achievements' section with a 'Description' field and a rich text editor toolbar.

Figure 147 Access to JS corrections overview tables

There are multiple tables under this menu item. One summary table of project report and one table per partner report included in the project report.

ITP80

Show More

Js corrections

Report > Workpackages > Certificates > Project Report Tables > Attachments

Cummulative corrections

	Incomplete audit trail, missing evidence	Incorrect public procurement	State aid-related error	Revenue generating operation	Information and publicity error	Incorrect use of simplified cost option	VAT not eligible	No or insufficient link to project
Staff costs	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 2.50	€ 0.00	€ 0.00	€ 0.00
Office and administration	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.50	€ 0.00	€ 0.00	€ 0.00
Travel and accomodation	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
External expertise and services	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 10.00	€ 0.00	€ 0.00	€ 0.00
Equipment	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Investment	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Net Revenue	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Total	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 13.00	€ 0.00	€ 0.00	€ 0.00

 Export

Certificate 2.1, Partner 1 MLP

	Incomplete audit trail, missing evidence	Incorrect public procurement	State aid-related error	Revenue generating operation	Information and publicity error	Incorrect use of simplified cost option	VAT not eligible	No or insufficient link to project
Staff costs	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 2.50	€ 0.00	€ 0.00	€ 0.00
Office and administration	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.50	€ 0.00	€ 0.00	€ 0.00
Travel and accomodation	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
External expertise and services	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 10.00	€ 0.00	€ 0.00	€ 0.00
Equipment	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00

Figure 148 JS corrections overview tables

MA corrections

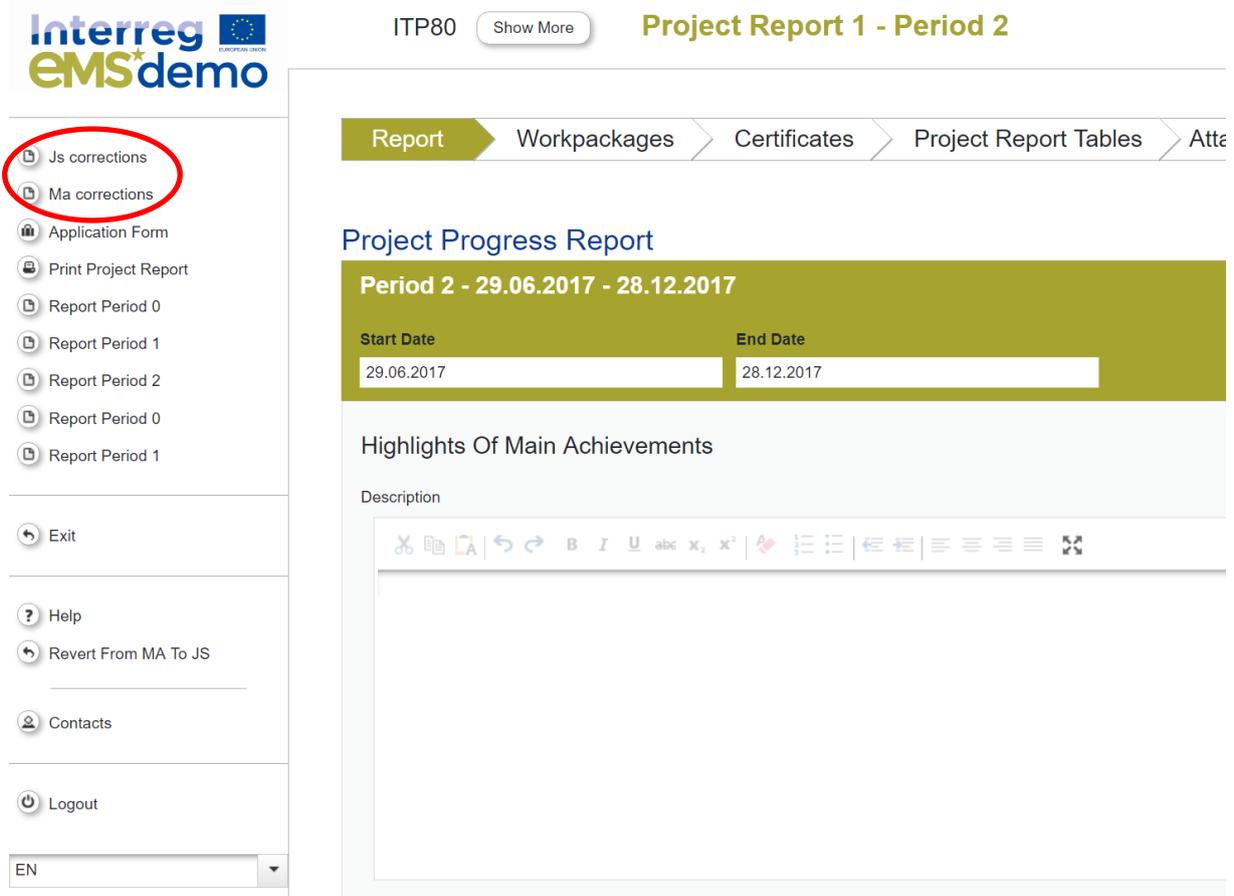
Similarly to the FLC and JS, MA works as previously in the List of Expenditure and makes necessary corrections. Each time, the 'Difference MA' field contains amount other than 0 the dropdown in the column 'MA correction type' becomes active.

Ma correction type	Edit amount in original currency	Difference MA	Cut In Original Currency	Amount Certified MA	Comment MA
Other		€ 0.00		€ 14 620.77	
Other		€ 3.49		€ 2 160.25	
Other		€ 0.00		€ 73 932.97	
Other		€ 0.00		€ 2 924.15	
Other		€ 0.89		€ 432.05	
Other		€ 0.00		€ 14 786.59	
-		€ 0.00		€ 49 990.00	
-	<input type="checkbox"/>	€ 0.00		€ 8 493.09	
Incorrect use of simplified cost option		€ 13.98		€ 8 641.00	
-	<input type="checkbox"/>	€ 0.00		€ 295 731.91	

- Incomplete audit trail, missing evidence
- Incorrect public procurement
- State aid-related error
- Revenue generating operation
- Information and publicity error
- Incorrect use of simplified cost option
- VAT not eligible

Figure 149 List of Expenditure - MA corrections

The data is transferred to the overview MA corrections tables. They are accessible from the report view, left-side menu item 'MA corrections'. MA can also see JS corrections accessible from the menu item 'JS corrections'.



The screenshot displays the 'Interreg EMS demo' web application interface. On the left is a vertical navigation menu with the following items: 'Js corrections' (circled in red), 'Ma corrections' (circled in red), 'Application Form', 'Print Project Report', 'Report Period 0', 'Report Period 1', 'Report Period 2', 'Report Period 0', 'Report Period 1', 'Exit', 'Help', 'Revert From MA To JS', 'Contacts', and 'Logout'. At the bottom of the menu is a language dropdown set to 'EN'. The main content area shows the breadcrumb path: 'Report > Workpackages > Certificates > Project Report Tables > Atte'. The current page is titled 'Project Report 1 - Period 2'. Below the breadcrumb is a 'Project Progress Report' section for 'Period 2 - 29.06.2017 - 28.12.2017'. It includes a table with 'Start Date' (29.06.2017) and 'End Date' (28.12.2017). Below this is a 'Highlights Of Main Achievements' section with a 'Description' field and a rich text editor toolbar.

Figure 150 Access to MA corrections and JS corrections

MA sees cumulative values for the entire project report and a table per partner report included in the project report.

ITP80

Show More

Ma corrections

Report > Workpackages > Certificates > Project Report Tables > Attachments

Cummulative corrections

	Incomplete audit trail, missing evidence	Incorrect public procurement	State aid-related error	Revenue generating operation	Information and publicity error	Incorrect use of simplified cost option	VAT not eligible	No or insufficient link to project
Staff costs	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 3.49	€ 0.00	€ 0.00
Office and administration	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.69	€ 0.00	€ 0.00
Travel and accomodation	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
External expertise and services	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Equipment	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 13.98	€ 0.00	€ 0.00
Investment	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Net Revenue	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Total	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 18.16	€ 0.00	€ 0.00

 Export

Certificate 2.1, Partner 1 MLP

	Incomplete audit trail, missing evidence	Incorrect public procurement	State aid-related error	Revenue generating operation	Information and publicity error	Incorrect use of simplified cost option	VAT not eligible	No or insufficient link to project
Staff costs	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 3.49	€ 0.00	€ 0.00
Office and administration	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.69	€ 0.00	€ 0.00
Travel and accomodation	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
External expertise and services	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Equipment	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 13.98	€ 0.00	€ 0.00

Figure 151 MA corrections overview tables

Programme level overview tables ‘Management verification overview’.

Based on FLC, JS and MA corrections a programme overview table ‘Management verification overview’ is generated. The table is accessible from the left side menu item

‘Management verification overview’ under ‘Programme tables’. The menu item is only visible to users with privilege CORRECTIONS_OVERVIEW.

- ▶ Accounts for accounting period
- ▶ Reporting on irregularities
- ▼ Programme Tables
 -  List Of Expenditures
 -  Finance Reports
 -  Programme Living Tables
 -  Programme Report
 -  Cube
 -  Spending Forecast
 -  Certified Expenditure
 -  **Management verification overview**
- ▶ Archive

Figure 152 Access to the Management verification overview

The user can decide what data should be shown in the table by selecting corrections of which authorities to take into account (multiple selections possible) and the time period to include. The system takes the data from reports approved by the authority. This means that for example the JS corrections are shown in the table only if the report was already approved by the JS and submitted to MA.

Management verification overview Welcome Certifying Authority!

Authorities: FLC JS MA
 From: To:

	Incomplete work (missing evidence)	Incorrect procurement	State aid-related error	Revenue generating operation	Information and publicity error	Incorrect use of simplified cost option	VAT not eligible	No or insufficient link to project	Miscalculation	Cost declared twice	Double funding	Breach of sound financial management principle	Other ineligible expenditure	Positive correction	Other	Total per budgetline
Staff costs	€ 200.00	€ 1 251.00	€ 0.00	€ 254.00	€ 0.60	€ 0.00	€ 6.25	€ 0.00	€ 0.00	€ 3.05	€ 0.04	€ 0.00	€ 200.00	€ 0.00	€ 0.00	€ 1 914.94
Office and administration	€ 30.00	€ 250.14	€ 0.00	€ 75.05	€ 0.09	€ 0.00	€ 1.25	€ 0.00	€ 0.00	€ 0.45	€ 0.00	€ 0.00	€ 30.00	€ 0.00	€ 0.00	€ 386.98
Travel and accommodation	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 7.18	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 17.15	€ 0.00	€ 0.00	€ 0.00	€ 24.33
External expertise and services	€ 0.00	€ 0.00	€ 0.00	€ 1 000.00	€ 0.00	€ 10.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.22	€ 0.00	€ 1 000.00	€ 0.00	€ 0.00	€ 2 010.22
Equipment	€ 1 000.00	€ 5 000.00	€ 0.00	€ 20.00	€ 0.00	€ 0.00	€ 25.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 6 045.00
Infrastructure and works	€ 0.00	€ 4.00	€ 0.00	€ 0.00	€ 3.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 15.26	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 22.26
Net Revenue	€ 0.00	€ 0.00	€ 0.00	€ -2.00	€ 0.00	€ 5.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 3.00
Total	€ 1 230.00	€ 6 505.14	€ 0.00	€ 1 347.05	€ 10.87	€ 15.00	€ 32.50	€ 0.00	€ 0.00	€ 18.76	€ 0.26	€ 17.15	€ 1 230.00	€ 0.00	€ 0.00	€ 10 406.73

[Export As Xls](#) [Export As Pdf](#)

Figure 153 Management verification overview programme table

Final Report

As not all programmes use a final report, this feature is included in the community eMS, but it doesn't need to be used.

Project partners cannot create a final report themselves; usually it is the JS allowing the lead partner of a project to see and fill out the final report.

In this version of eMS only the lead partner can see and fill out the final report, other partners do not have an access.

Granting access to the final report

The final report contains by default only one text input field. Customizable questions of the final report checklist can be defined by the programme via configuration.

To do this, an administrator needs to insert data into the technical database. The provided script is an example of which values need to be inserted in the database. Please modify the script and add all questions needed for your programme before execution.

```
INSERT INTO `finalreport_question` (`id`,`nr`) VALUES ('1','1');  
INSERT INTO `finalreport_question_mlc` (`finalreport_question_id`, `language`, `criteria`, `description`) VALUES ('1', 'EN',  
'Criteria1', 'This is my question');
```

Adding text fields to the final report

The eMS allows adding up to 20 additional text input fields to the final report. For this purpose, the needed elements need to be available in the translation tree (“Configure eMS” section). The elements can be configured in the section “additionalTIF.FR”. The elements need to be introduced via a script.

After they are inserted to the system, the configuration can be done via the user interface.

The items with round icons configure the text of the question and contain the configuration on visibility of this question.

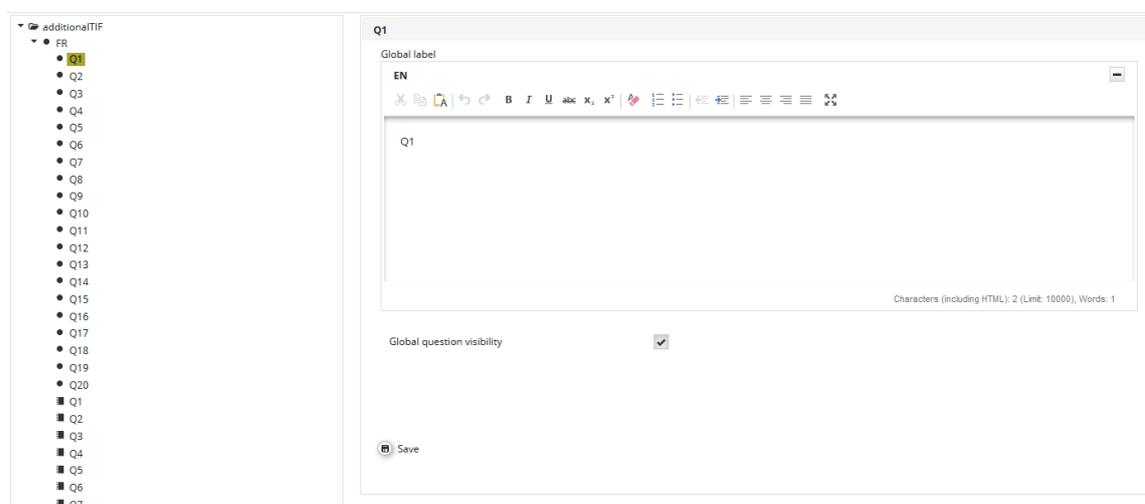


Figure 154 Question visibility configuration

The elements with the square icon contain the configuration for the user input.

Figure 155 Configuration for answers

Nr	Criteria	Description	Check	Comment
1	TestCriteria	This is my question	Yes No Not Applicable	

Figure 156 Final report form

Granting access to the final report

Needed user rights / privileges

The user, who enables the final report, needs to have the userprivilege “ENABLE_FINAL_REPORT”.

If this privilege is available, a user can enable the final report.

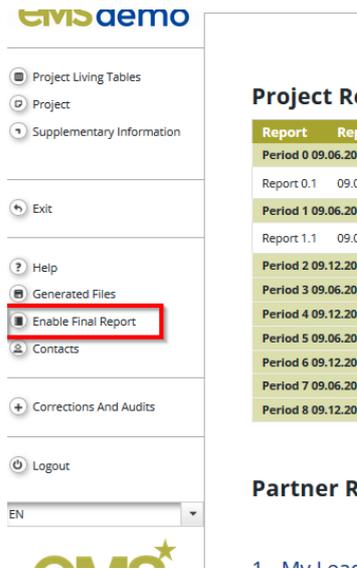


Figure 157 Enable final report for the lead partner by a privileged authority

After making the report available to the lead partner, the privileged user can decide to hide the report again. Doing so hides the report and makes it not accessible by any user again.

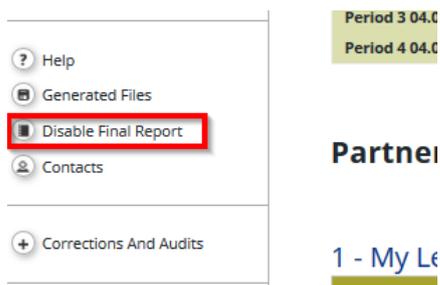


Figure 158 Disable final report

Access to the final report by the lead partner

After the final report is enabled for this project, the lead partner can access the final report from the list of reports.

Project Reports

Report	Report Start	Report End	State	Date Of Project Submission	Total Expenditures	View Report
Period 1 28.11.2016 - 27.05.2017						
Report 1.1	28.11.2016	27.05.2018	Report Submitted	28.11.2016	€ 1 514.00	
Period 2 28.05.2017 - 27.11.2017						
Period 3 28.11.2017 - 27.05.2018						
Period 4 28.05.2018 - 27.11.2018						
Period 5 28.11.2018 - 27.05.2019						
Period 6 28.05.2019 - 27.11.2019						
Period 7 28.11.2019 - 27.05.2020						
Period 8 28.05.2020 - 28.11.2020						

Create Report For Period 2
28.05.2017 - 27.11.2017

Final Report			
Final report	State	Date of submission	View report
Final report	Submitted	28.11.2016	Final Report

Figure 159 Access to the final report by the lead partner

Figure 160 Final report input form

Access to the final report by authorities

Any authority, who should have read only access to the final report (JS, MA, CA, ...) need to have the “FINAL_REPORT_R” privilege.

Assigning Officers

Assigning an officer to a project

Needed user rights / privileges

For assigning officers to be in charge of individual projects, users (JS/MC/Admin) need to have the privilege “OFFICER_IN_CHARGE”.

How to assign an officer

Assigning Officers can be entered after selecting the corresponding item in the left side menu → Applications.

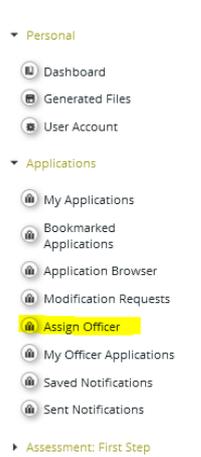


Figure 161 Assign Officer Menu Item

Afterwards, you are redirected to the section “Assign Officer to a Project”. First, the user to be assigned as officer has to be chosen. Afterwards the projects have to be specified. The process needs to be confirmed by clicking the button “Save Assignment Changes” on the left bottom of the page.

Only users with assigned “JTS” privilege show up in the dropdown for selection.

Assigning external experts for quality assessment

eMS contains currently no functionality for direct assignment of external experts to quality assessment. Existing functionalities can be used as a workaround.

Used functionalities

The following functionalities are used in this workaround.

- User management
- User roles/privileges
- JTS assignment

If you wish to read more about the different functionalities, please check out the specific chapters of this manual.

User privileges needed for external experts

privilegekey	Explanation
CHECKLIST_*	Every checklist to which the external expert needs access should be assigned
DASHBOARD	Access to the dashboard
EVALUATE_PROJECT	Allows access to the quality assessment from the “in-project” view
OFFICER_LIST	See all personally assigned application forms in “My officer applications”

Workflow to assign external experts

1. Set users “active” checkbox to “false” for users, who should be external expert - the user will not be able to login temporarily.

User

Username: *

Email: *

First name: *

Title:

Active:

2. Assign the JTS user role to this user (only with assigned JTS privilege he will show up in the “Assign officer” user list.
3. Assign the relevant projects to this user in the “Assign officer list” section

Assign Officer To Project

ExExpert

<input type="checkbox"/>	Project_id	Assigned Officer	Name	Acronym	Start	
<input type="checkbox"/>	ITP74	JTS1 - Jts1 JTS1Lastname; admin - Admin eMS	MyProject-eMS title	MyProject-eMS	03.10.2014	31.10.
<input type="checkbox"/>	ITP76	JTS1 - Jts1 JTS1Lastname	Spreading worst practises to the Central Baltic area	WORP	03.10.2014	03.10.
<input type="checkbox"/>	ITP77		Restoring habitats	RESTORE	17.10.2014	16.10.

4. Remove the JTS user privilege from this user (otherwise the user would have access to much more functionality than needed)
5. Set the user to active again - he will be able to login to the system again.

For de-assignment, please follow the same logic. To assign/de-assign users in the “assign officer” functionality, the user has to have during the assignment JTS privileges.

MA Project Report Monitoring

Access to project reports

Needed user rights / privileges

The Managing Authority (MA) is a part of the obligatory monitoring workflow. The following user privileges are typically used for the MA role during monitoring:

- MA is the basic MA privilege
- PROJECT FINANCE MA is needed to access to view the list of reports waiting for MA approvals as well as the list of reports already approved by MA. This privilege is also needed to submit reports to CA.
- MA_REVERT_REPORT for reverting the report to the JS
- R_FINANCE_REPORT_DETAILS_PROCESSING; gives access to the right-hand side of the financial report (see below)
- R_FLC_CERTIFICATE; allows viewing of the finalised FLC certificate
- R_FLC_XX; allows viewing of individual Tabs of the FLC section such as FLC checklist of FLC risk assessments.
- SU_XX_R; SU_XX_RW; provides write and/or read access to individual tabs of the supplementary information. XX is a placeholder for abbreviations of supplementary information tabs such as 'SU_PROCUREMENT_RW', which provides read and write access to the public procurement tab.
- Read/write to privilege for the MA Monitoring checklist.
- SUBMIT_EVALUATION to consolidate and finalise the MA monitoring checklist. Can be used for supervisors for approval of the MA monitoring checklist. If such a step is not needed, the privilege does not need to be assigned to any MA user.
- PROGRAMME_LIVING; shows the programme-level living table
- LOEXP shows a list of all expenditure items of all projects
- PROJECTFINANCE_CA; shows a programme-level list of all submitted project reports

How to access project reports

You can enter project reports in the “MA Project Progress Reports” section of the left-side menu by clicking on “MA approvals”. This list shows all project reports waiting for approval by MA.

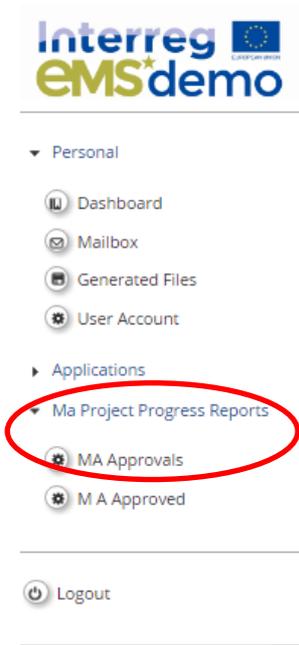


Figure 164 MA Access to the Project Progress Reports

Project report monitoring

Under ‘MA Approvals’ all the reports approved by the JS are listed. You can use this list to access reports, and attached FLC Certificates. You also use this list to approve reports.

Project Finance Report MA Welcome MA1_F

Project Number	Approve Current Report	Project Acronym	Period	Country Of Lead Partner	Programme Priority Axis	Total Amount Declared By Partner	Current Report In E U R	Current Report ERDF Partner Cofin
ITP349	<input type="checkbox"/>	LAT2	Period 3: 01.01.2016 - 28.04.2016	AT	1	€ 1 070,00	€ 0,00	
ITP354	<input type="checkbox"/>	V213T5	Period 1: 05.05.2015 - 29.12.2015	AT	1	€ 2 176,55	€ 2 113,55	
ITP354	<input type="checkbox"/>	V213T5	Period 2: 30.12.2015 - 31.05.2016	AT	1	€ 4 038,12	€ 3 760,12	
ITP368	<input type="checkbox"/>	ftiv_0.14	Period 0: 28.05.2015 - 28.05.2015	AT	2	€ 2 526,31	€ 2 181,31	
ITP376	<input type="checkbox"/>	t3fr2_0.15	Period 1: 11.06.2015 - 31.10.2015	AT	1	€ 5 785,49	€ 5 611,99	
ITP380	<input type="checkbox"/>	EF	Period 2: 23.12.2015 - 22.06.2016	HR	1	€ 17 279,74	€ 15 237,24	
ITP380	<input type="checkbox"/>	EF	Period 3: 23.06.2016 - 30.09.2016	HR	1	€ 5 990,15	€ 5 258,25	€ 4 469,51
ITP390	<input type="checkbox"/>	102A	Period 0: 15.07.2015 - 15.07.2015	HR	1	€ 1 292,50	€ 1 212,50	€ 1 030,62

Figure 165 List of all Project Reports waiting for MA Approval

You can access project reports by clicking on magnifying glass in the ‘View’ column of the overview table.

d corresponding to ENI	Total Deducted	View	Checklist
	€ 0.00		
	€ 63.00		
	€ 278.00		
	€ 345.00		
	€ 173.50		
	€ 1 962.00		
	€ 725.00		
	€ 80.00		

Figure 166 Access to a Project Progress Report

By clicking on the magnifying glass under ‘View’ column, you will be redirected to the project report in question. You can view the report itself, including all the tabs and attachments as well as all the attached FLC Certificates of partners’ expenditure. Via the FLC Certificates, you can also access and edit the List of Expenditure of individual partners. The content part of the report cannot be edited by the MA, only the List of Expenditures can.

The screenshot shows the 'Project Progress Report' interface. The 'Report' tab in the breadcrumb navigation is highlighted with a green circle. Below the report title, there is a 'Highlights Of Main Achievements' section with a text area. At the bottom, the 'List Of Partner FLC Certificates' table is highlighted with a green circle. The table has the following columns: Expenditure Certified By FLC, Include In Project Finance Report, Total Partner Expenditure Included, Co-financing Source, Co-financing Rate(%), Total Partner E R D F Included, Total Partner I P A I I Included, Total Partner E N I Included, and FLC certificate.

Expenditure Certified By FLC	Include In Project Finance Report	Total Partner Expenditure Included	Co-financing Source	Co-financing Rate(%)	Total Partner E R D F Included	Total Partner I P A I I Included	Total Partner E N I Included	FLC certificate
€ 1 317.88	<input type="checkbox"/>	€ 1 317.88	ERDF	85.00 %	€ 1 120.19	€ 0.00	€ 0.00	Show FLC certificate
€ 1 808.25	<input type="checkbox"/>	€ 1 776.25	ERDF	85.00 %	€ 1 509.81	€ 0.00	€ 0.00	Show FLC certificate

Figure 167 MA view of the Project Progress Reports and Partners' FLC Certificates

List of Expenditures

You can access the partner reports and List of Expenditures of individual project partners either via the tab ‘Certificates’ or a table ‘List of Partner FLC Certificates’.

V213T5 ITP354 [Show More](#) **Project Report 3 - Period 2**

Report > Workpackages > **Certificates** > Project Report Tables > Attachments

Project Progress Report
 Period 2 - 30.12.2015 - 31.05.2016
 Start Date: 15-12-30 End Date: 16-05-31

Highlights Of Main Achievements
 Description
 She packed her seven versalia, put her initial into the belt and made herself on the way. When she reached the first hills of the Italic Mountains, she had a last view back on the skyline of her hometown Bookmarksgrove, the headline Line Lane.

List Of Partner FLC Certificates

Expenditure Certified By F L C	Include In Project Finance Report	Total Partner Expenditure Included	Co-financing Source	Co-financing Rate(%)	Total Partner E R D F Included	Total Partner I P A I I Included
€ 1 317.88	<input checked="" type="checkbox"/>	€ 1 317.88	ERDF	85.00 %	€ 1 120.19	€ 0.00

Figure 168 Access to the Partner FLC Certificates of the project progress report.

When clicking on one of the certificates available in the tab ‘Certificates’ or on any place in the row listing the relevant certificate in the ‘List of Partner FLC Certificates’ you will be redirected to the List of Expenditure in question.

V213T5 ITP354 [Show More](#) **Partner V213LP1 - Project Report 3 - Period 2** Welcome MA

Report > Workpackages > **Certificates** > Project Report Tables > Attachments

List Of Expenditures

Budget Line	WP	Int Ref No	Inv No	Inv Date	Paym Date	Description1	Description2	Partner Comment	Currency	Total Val Item	Vat
Staff costs	M Management	1	1	12.05.2015	12.05.2015				EUR - EURO	370.00	1.00
Staff costs	T1 Implementation test T1	2	2	12.05.2015	12.05.2015				EUR - EURO	388.00	2.00
Staff costs	I1 investment test I1	3	3	12.05.2015	12.05.2015				EUR - EURO	390.00	3.00
Staff costs	C Communication	4	4	12.05.2015	12.05.2015				EUR - EURO	402.00	4.00
Office and administration	M Management			FR N/A FR 12.05.2015	N/A FR				EUR - EURO	52.72	
Office and administration	T1 Implementation test T1			FR N/A FR 12.05.2015	N/A FR				EUR - EURO	55.29	
Office and administration	I1 investment test I1			FR N/A FR 12.05.2015	N/A FR				EUR - EURO	55.57	
Office and administration	C Communication			FR N/A FR 12.05.2015	N/A FR				EUR - EURO	57.28	
Net Revenue	M Management	5	5	12.05.2015	12.05.2015				EUR - EURO	411.00	5.00

Export Save Columns Columns

Figure 169 MA view of the List of Expenditure

You can also open the generated FLC Certificate (pdf template, generated by the FLC when approving the partner progress report), by clicking on the ‘Show FLC Certificate’ under the ‘FLC Certificate’ column of the ‘Partner FLC Certificates’ table.

Total Partner I P A I I Included	Total Partner E N I Included	FLC certificate
€ 0.00	€ 0.00	Show F L C certificate
€ 0.00	€ 0.00	Show F L C certificate

Figure 170 - access to the printed FLC Certificate

Project 3_1.0 ITP661 [Show More](#) Partner Report 1 My Lead partner 1 Period 0 - Certificate Welcome JS1 JTS1 Lastname

FLC Certificate

General information

ETC programme	INTERACT Test_m_01
Project Title	Project 3_1.0
Project Acronym	Project 3_1.0
Project Number	ITP661
Name of Lead Partner	My Lead partner 1

Report information

Approved implementation period	Period 0 09.06.2016 - 09.06.2016 (0 months)
Reporting Period	1
Report Number	09.06.2016
Report issued by project partner	<input type="checkbox"/> preparation costs <input type="checkbox"/> partner report <input type="checkbox"/> final report
Type of project	2. Project Partner
Name of controlled project partner	My Lead partner 1
Partner role in the project	LP

FLC Documents

Accounting System

Account Purpose	An Adequate Accounting System
-----------------	-------------------------------

VAT

Recover Vat	Yes <input checked="" type="checkbox"/>	Partially <input type="checkbox"/>	No <input type="checkbox"/>
-------------	---	------------------------------------	-----------------------------

Bank Account

Iban And Bic Correct	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Comments	a	

Partnership Agreement

Agreed And Signed	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Comments	b	

Format Of Documents

Formats Made Available To P/c	Original <input checked="" type="checkbox"/>	Copy <input type="checkbox"/>	Electronic <input type="checkbox"/>
-------------------------------	--	-------------------------------	-------------------------------------

FLC Report

Figure 171 printed FLC certificate view

In order to verify and possibly edit the expenditure, you need to access the List of Expenditure of one of the partners. From the general view of the List of Expenditure, you can open any single item verified by the FLC and approved by the JS and edit it. It is also possible to edit the item directly in the List of Expenditure table. Only the fields, which the MA can edit are editable.

You see all the details of declared amounts as well as all the cuts done by previous authorities (i.e. the FLC, Lead Partner and JS).

penditures

Difference FLC	Amount Certified FLC	Comment FLC	Difference LP	Amount Certified LP	Comment LP	Difference JS	Amount Certified JS	Comment JS
€ 4.00	€ 366.00		€ 0.00	€ 366.00		€ 12.00	€ 354.00	
€ 6.00	€ 382.00		€ 0.00	€ 382.00		€ 13.00	€ 369.00	
€ 7.00	€ 383.00		€ 0.00	€ 383.00		€ 14.00	€ 369.00	
€ 7.00	€ 395.00		€ 0.00	€ 395.00		€ 11.00	€ 384.00	
€ 2.00	€ 50.72		€ 0.00	€ 50.72		€ 1.00	€ 49.72	
€ 8.00	€ 47.29		€ 0.00	€ 47.29		€ 1.00	€ 46.29	
€ 8.00	€ 47.57		€ 0.00	€ 47.57		€ 1.00	€ 46.57	
€ 4.00	€ 53.28		€ 0.00	€ 53.28		€ 2.00	€ 51.28	
€ 4.00	€ 407.00		€ 0.00	€ 407.00		€ 15.00	€ 392.00	

Save Columns Columns

Figure 172 Cuts by previous authorities seen in the main List of Expenditure

Date Of Payment
Currency: EUR - EURO
Total Value Of Item In Original Currency: 57.29
VAT
Declared Amount In Original Currency: 57.29
Expenditures Outside (The Union Part Of) The Programme Area?
In Kind

FLC
Verified By FLC:
Difference FLC: € 4.00
Amount Certified FLC: € 53.28

LP
Difference LP: € 0.00
Amount Certified LP: € 53.28

JS
Difference JS: € 2.00
Amount Certified JS: € 51.28

Comment FLC (2000 Characters Remaining)
Comment LP (255 Characters Remaining)
Comment JS (255 Characters Remaining)

Figure 173 Cuts by previous authorities seen in the single expenditure popup

If you find an amount to be completely or partially ineligible, you can decrease it either in the popup or in the List of Expenditure directly.

MA
Difference MA: € 15.00
Amount Certified MA: € 377.00
Comment MA: 15 EUR is not eligible (233 Characters Remaining)

Figure 174 - difference MA in the popup

Difference MA	Amount Certified MA	Comment MA
€ 11.00	€ 343.00	
€ 12.00	€ 357.00	
€ 13.00	€ 356.00	
€ 14.00	€ 370.00	
€ 1.00	€ 48.72	
€ 2.00	€ 44.29	
€ 1.00	€ 45.57	
€ 2.00	€ 49.28	
€ 15.00	€ 377.00	

Figure 175 MA difference in the List of Expenditure

Please note that in both cases, if the project has any flat rates they will be adjusted automatically. It is not possible to manually cut the flat rates.

If any of the expenditures to be cut was declared in a currency different than EUR, you may decide to cut it in EUR or cut it in original currency. In order to cut in the original currency, you need to check the box ‘edit amount in original currency’. Then you can write the difference in the original currency and the system will calculate the difference in EUR and new eligible amount in EUR using the exchange rate of the time when the item was submitted to the FLC.

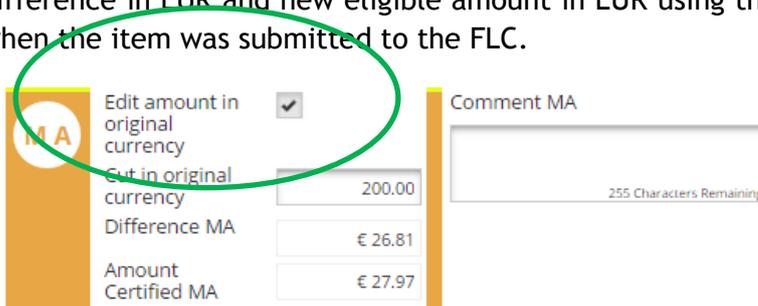


Figure 176 Cuts in original currency

Attention

Cuts in original currency are only possible in the single expenditure popup. All edits done directly in the List of Expenditure are by default in EUR.

Project Report approval

Assessment

You can fill out a checklist for every Project Report you assess. The checklist however, is not an obligatory step in the workflow and the report can be approved by the MA without even opening the checklist.

In order to access the checklist, it needs to be pre-defined by the programme and have the 'MA checklist' type. It has to be assigned to a specific call for proposal as well as to the user role. Only if all these conditions are fulfilled, the MA user can see and fill out the checklist. Please see more information on the checklists in the chapter 'Checklists'.

The checklist is accessible through a pencil icon at the end of the 'MA Approvals' table.

Responding to ENI	Total Deducted	View	Checklist
	€ 0.00		
	€ 63.00		
	€ 278.00		
	€ 345.00		
	€ 173.50		
	€ 1 962.00		
	€ 725.00		

Figure 177 Access to the MA checklist

Ma Checklist

Weight	Question	Value	Weighted Value	Comment
MA_Does_The_Check				
1	This is the MA question1	<input type="radio"/> Yes <input checked="" type="radio"/> No	0.00	
Total Assessment Value Max			0.00	
1.00				

Figure 178 MA checklist view

Once the MA checklist is filled out and all the questions are confirmed, it can be consolidated by a privileged user (user privilege SUBMIT_EVALUATION) For more

information please see the chapter ‘Checklists’. As the checklist is not obligatory step in the workflow, there is no need to finalise it and the consolidated view is only saved.

Ma Checklist

Question				
Weight	Value	Average	Weighted Value	Comm
MA_Does_The_Check			0.00	
This is the MA question1				
1	Yes No	NA	0.00	
	Yes No		0.00	
Total Assessment Value				
Max	1.00		0.00	

Figure 179 Consolidated view of the MA checklist

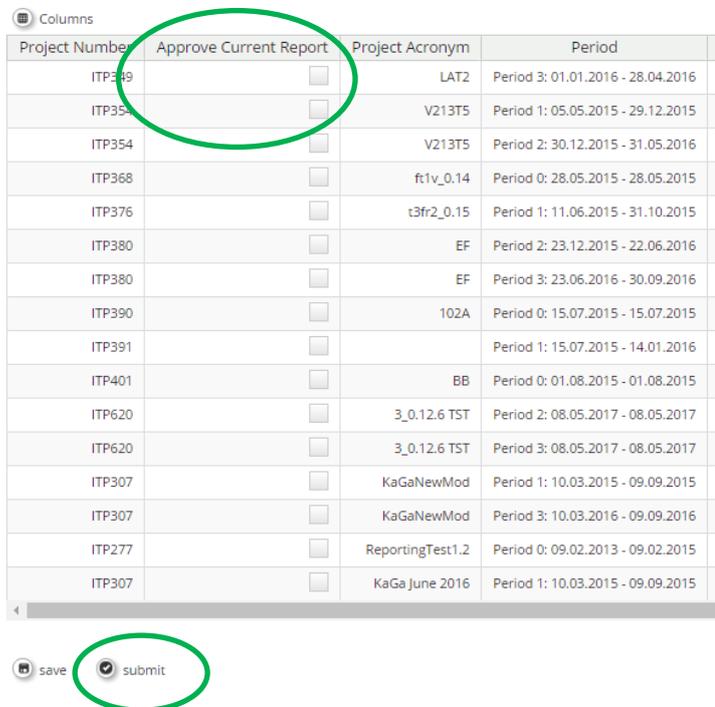
Attention

Currently it is not possible to see which of the checklists are filled out, without opening them one by one. In the future, the filled out checklists will be marked with a colour code. Additionally, it will not be possible to modify the checklist after approval of a report.

MA approval of the Project report

In order to approve project reports, you need to check the box in the column ‘Approve current report’ directly in the ‘MA Approvals’ table. You can approve one or multiple reports at the same time. Once all the reports to be approved are marked, you need to confirm the approval by clicking on ‘submit’ button.

Project Finance Report MA

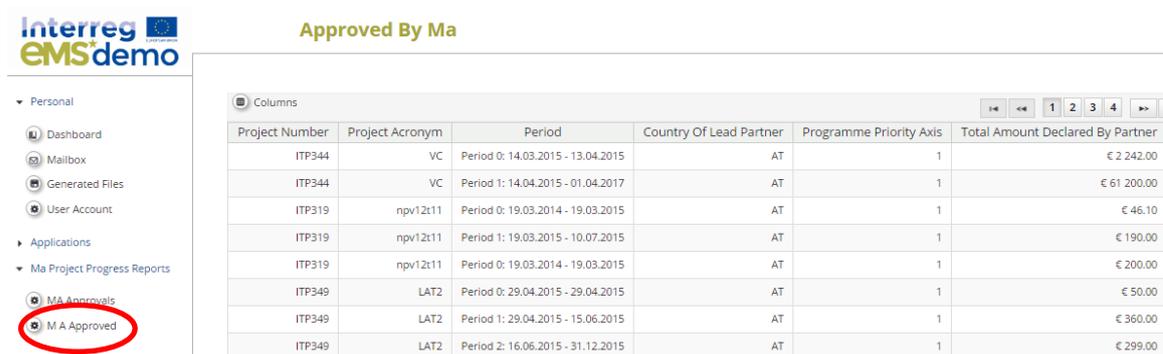


Project Number	Approve Current Report	Project Acronym	Period
ITP349	<input type="checkbox"/>	LAT2	Period 3: 01.01.2016 - 28.04.2016
ITP353	<input type="checkbox"/>	V213T5	Period 1: 05.05.2015 - 29.12.2015
ITP354	<input type="checkbox"/>	V213T5	Period 2: 30.12.2015 - 31.05.2016
ITP368	<input type="checkbox"/>	ft1v_0.14	Period 0: 28.05.2015 - 28.05.2015
ITP376	<input type="checkbox"/>	t3fr2_0.15	Period 1: 11.06.2015 - 31.10.2015
ITP380	<input type="checkbox"/>	EF	Period 2: 23.12.2015 - 22.06.2016
ITP380	<input type="checkbox"/>	EF	Period 3: 23.06.2016 - 30.09.2016
ITP390	<input type="checkbox"/>	102A	Period 0: 15.07.2015 - 15.07.2015
ITP391	<input type="checkbox"/>		Period 1: 15.07.2015 - 14.01.2016
ITP401	<input type="checkbox"/>	BB	Period 0: 01.08.2015 - 01.08.2015
ITP620	<input type="checkbox"/>	3_0.12.6 TST	Period 2: 08.05.2017 - 08.05.2017
ITP620	<input type="checkbox"/>	3_0.12.6 TST	Period 3: 08.05.2017 - 08.05.2017
ITP307	<input type="checkbox"/>	KaGaNewMod	Period 1: 10.03.2015 - 09.09.2015
ITP307	<input type="checkbox"/>	KaGaNewMod	Period 3: 10.03.2016 - 09.09.2016
ITP277	<input type="checkbox"/>	ReportingTest1.2	Period 0: 09.02.2013 - 09.02.2015
ITP307	<input type="checkbox"/>	KaGa June 2016	Period 1: 10.03.2015 - 09.09.2015

save submit

Figure 180 Approving Project Progress Reports by MA

Once the report is approved, it disappears from the ‘MA Approvals’ list and can be found in the other list under ‘MA Project Progress Reports’ menu item, i.e. ‘MA Approved’.



Interreg EMSdemo

Approved By Ma

Project Number	Project Acronym	Period	Country Of Lead Partner	Programme Priority Axis	Total Amount Declared By Partner
ITP344	VC	Period 0: 14.03.2015 - 13.04.2015	AT	1	€ 2 242.00
ITP344	VC	Period 1: 14.04.2015 - 01.04.2017	AT	1	€ 61 200.00
ITP319	npv12t11	Period 0: 19.03.2014 - 19.03.2015	AT	1	€ 46.10
ITP319	npv12t11	Period 1: 19.03.2015 - 10.07.2015	AT	1	€ 190.00
ITP319	npv12t11	Period 0: 19.03.2014 - 19.03.2015	AT	1	€ 200.00
ITP349	LAT2	Period 0: 29.04.2015 - 29.04.2015	AT	1	€ 50.00
ITP349	LAT2	Period 1: 29.04.2015 - 15.06.2015	AT	1	€ 360.00
ITP349	LAT2	Period 2: 16.06.2015 - 31.12.2015	AT	1	€ 299.00

Figure 181 View of project progress reports approved by MA

Through this view (magnifying galss to the right), you can access the project reports and relevant FLC Certificates but in read-only mode. Also the checklists are accessible.

Reverting from MA to JS

If you are not satisfied with a Project Report, you can revert it to the JS by clicking the corresponding item at the bottom of the left-side menu. In order to do this, the MA role needs to have the user privilege 'MA_REVERT_REPORT'.

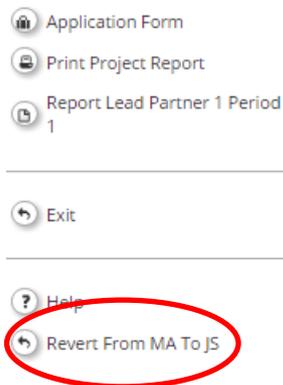


Figure 182 Reverting the Project Progress Report from MA to JS

Certifying Authority

There is a number of user privileges giving access to all or only some parts of the CA workflow.

Privilege	Description
CA	Gives access to all CA sections and the entire workflow.
CA_MG_Confirmation	Allows generating CA Confirmation. Gives access to 'Generate CA confirmation (view and edit all elements available in the section like reports, CA sitting ducks or findings) as well as access to overview of existing CA confirmations with a possibility to delete them.
CA_generate_draft_interimpaymentapplication	Gives access to the following menu items: CA confirmations (read only), Generate draft interim payment claim to EC (read/write), Draft interim payment claims to EC (with a possibility to delete or modify but NOT approve them) and Interim payment applications to EC (read only).
CA_MG_interimpaymentapplication	Gives access to the following menu items: CA confirmations (read only), Draft interim payment claims to EC (with full possibilities - modify, delete AND approve drafts) and Interim payment claims to EC (read/write).
CA_MG_finalpaymentapplication	Gives access to the following menu items: CA confirmations (read only), Interim payment claims to EC (read only), Generate final interim payment application to EC (read/write) and Final payment application to EC (read/write)
CA_generate_draft_accounts	Gives access to the following menu items: CA confirmations (read only), Final interim payment applications to EC (read only), Generate draft account for accounting period (read/generate) and Draft accounts for accounting period (with a possibility to modify and delete drafts but NOT approve them) and Accounts for accounting period (read only) and all reports on irregularities (withdrawals, etc.) (read only).
CA_MG_accounts	Gives access to the following menu items: CA confirmations (read only), Final interim payment application to EC (read only), Draft accounts for accounting period (with full possibilities - modify, delete AND approve drafts), Accounts for accounting period (read/write) and all reports on irregularities (withdrawals, etc.) (read only).
CA_projectpayment_R	Gives access to the menu item Payments to projects (read only)
CA_projectpayment_W	Gives access to the menu item Payments to projects (read/write)
CA_ECpayments_R	Gives access to the menu item Payments from EC (read only)
CA_ECpayments_R	Gives access to the menu item Payments from EC (read/write)
MG_financialcorreccions	Gives user access to 'Corrections and Audits'

menu item from the project reporting dashboard and left-side menu item 'Add correction'.

The CA functionalities in the eMS are meant to support the entire CA workflow, including confirming the amounts, recording payments, requesting payments from EC and submission of annual accounts as well as reporting on irregularities.

CA Confirmation

CA Confirmation in the eMS is meant as CA approval of reports and financial corrections. It is NOT the certification in SFC! It is simply a step by CA to bundle reports into a 'Confirmation' and forward them to the next step of the workflow.

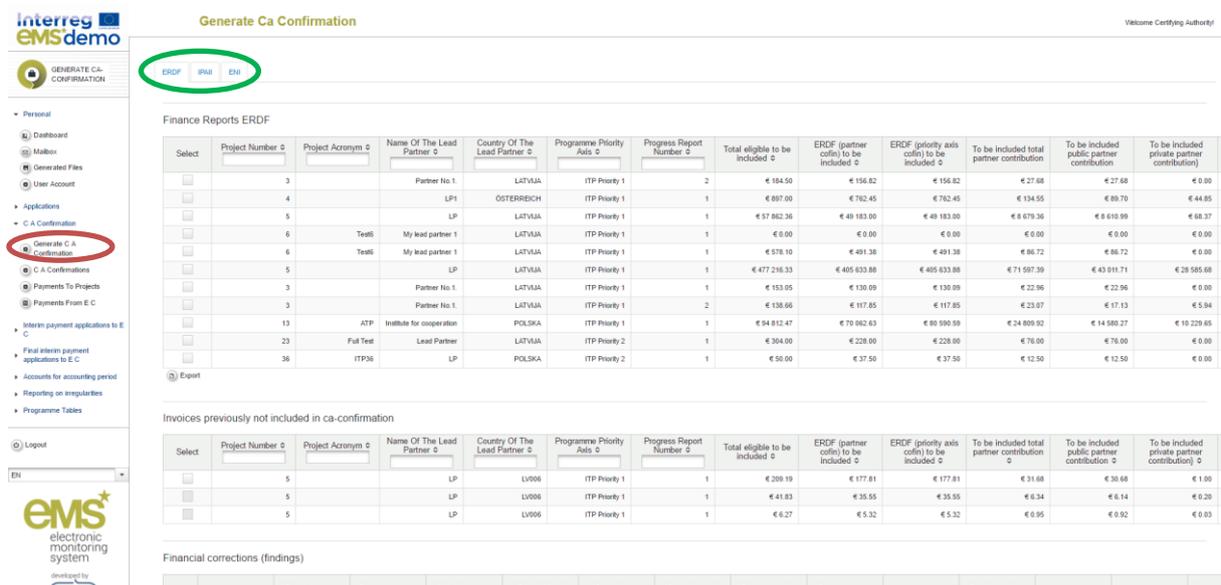


Figure 183 Generating CA Certificates - accessing CA checklists

Verification of a project report

In the section 'generate CA Confirmation' the CA will find a list of all project reports approved by MA as well as a list of all financial corrections (findings, not controls) introduced in the eMS (including the closed ones and the ones which are not yet closed). The lists are divided per fund and different funds are accessible via tabs in the top of the page.

Attention

From the eMS version 3_2.1 the CA Confirmation is single-fund based. Before this version, it was possible to generate a CA Confirmation with multiple funds included and the funds were separated at the level of 'Interim payment application to EC'. Such confirmations are not valid in the new version and must be removed and re-created respecting the single-fund principle.

The CA can access the reports and financial corrections from the lists and can fill out a checklist (per report) which is an optional step in the workflow.

total ution	To be included public partner contribution	To be included private partner contribution}	View Project Report	Checklist
27.68	€ 27.68	€ 0.00		
134.55	€ 89.70	€ 44.85		
179.36	€ 8 610.99	€ 68.37		
€ 0.00	€ 0.00	€ 0.00		
86.72	€ 86.72	€ 0.00		
197.39	€ 43 011.71	€ 28 585.68		
22.96	€ 22.96	€ 0.00		
23.07	€ 17.13	€ 5.94		
109.92	€ 14 580.27	€ 10 229.65		
76.00	€ 76.00	€ 0.00		
12.50	€ 12.50	€ 0.00		

Figure 184 CA checklists

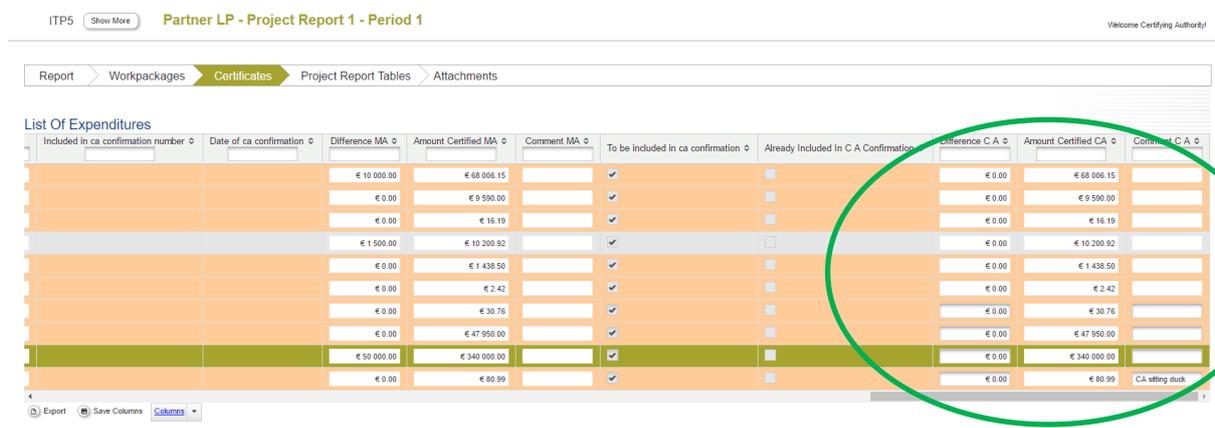
Many CAs use checklists for approving project reports. These checklists can be accessed directly from the table by clicking the ‘Checklist’ button. They can be filled out, saved and finalised. Finalised checklist can be reopen and further edited by the CA user as long as the report is not included in the CA Confirmation. Later, only the admin user can unlock the checklist. Once a checklist is finalised, the checklist icon in the ‘Finance reports’ table changes color to green. To see how to create a checklist and allocate it to the relevant call and user please see the chapter ‘Checklists’.

Attention

The checklist is only available to CA if created in ‘Manage checklists’ section with a type CA checklist and allocated to the call and to the CA user role.

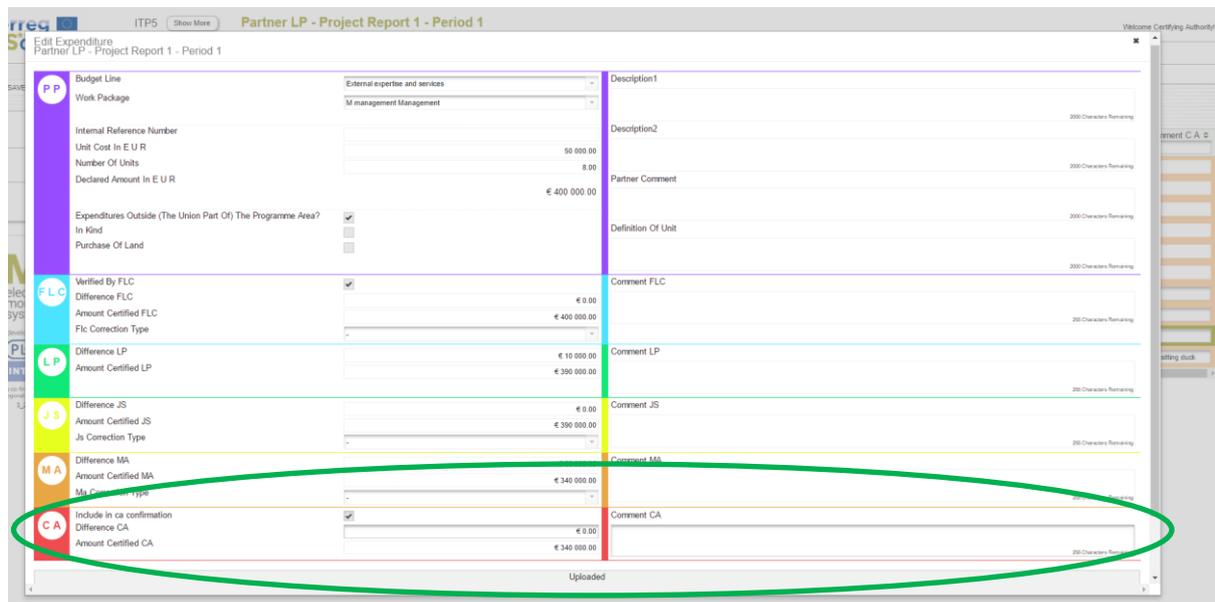
Via the ‘Finance reports’ table, the CA has access to all the project reports and to the List of Expenditure included in each of the FLC certificates (via ‘View Project Report’ button). CA can decide on deducting or increasing some costs or excluding some invoices from the CA Confirmation and keeping them for further processing (Please see - ‘CA Sitting ducks’ below). In order to do this, the CA should open a relevant report and access the FLC certificate in question. From the List of Expenditure, the CA can open any item and introduce changes. The CA can also see changes and approvals done by all the previous authorities.

Note on financial corrections by CA: The CA will typically correct reports that have not yet been included into a CA Confirmation via the interface shown below (List of expenditure). At later stages (i.e. expenditure already included in a payment application to EC), the CA uses the financial corrections interface (for more information please see the chapter ‘Financial Corrections’).



Included in ca confirmation number	Date of ca confirmation	Difference MA	Amount Certified MA	Comment MA	To be included in ca confirmation	Already Included In C A Confirmation	Difference C A	Amount Certified CA	Comment C A
		€ 10 000.00	€ 68 006.15		<input checked="" type="checkbox"/>	<input type="checkbox"/>	€ 0.00	€ 68 006.15	
		€ 0.00	€ 9 500.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>	€ 0.00	€ 9 500.00	
		€ 0.00	€ 16.19		<input checked="" type="checkbox"/>	<input type="checkbox"/>	€ 0.00	€ 16.19	
		€ 1 500.00	€ 10 200.92		<input checked="" type="checkbox"/>	<input type="checkbox"/>	€ 0.00	€ 10 200.92	
		€ 0.00	€ 1 438.50		<input checked="" type="checkbox"/>	<input type="checkbox"/>	€ 0.00	€ 1 438.50	
		€ 0.00	€ 2.42		<input checked="" type="checkbox"/>	<input type="checkbox"/>	€ 0.00	€ 2.42	
		€ 0.00	€ 30.76		<input checked="" type="checkbox"/>	<input type="checkbox"/>	€ 0.00	€ 30.76	
		€ 0.00	€ 47 950.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>	€ 0.00	€ 47 950.00	
		€ 50 000.00	€ 340 000.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>	€ 0.00	€ 340 000.00	
		€ 0.00	€ 60.99		<input checked="" type="checkbox"/>	<input type="checkbox"/>	€ 0.00	€ 60.99	CA sitting duck

Figure 185 List of expenditure - Interface for financial corrections by CA



PP Budget Line: External expertise and services
 Work Package: M management Management
 Internal Reference Number: []
 Unit Cost In E U R: 50 000.00
 Number Of Units: 8.00
 Declared Amount In E U R: € 400 000.00
 Expenditures Outside (The Union Part Of) The Programme Area? In kind: Purchase Of Land:

FLC Verified By FLC:
 Difference FLC: []
 Amount Certified FLC: € 400 000.00
 Flc Correction Type: []

LP Difference LP: € 10 000.00
 Amount Certified LP: € 390 000.00

JS Difference JS: € 0.00
 Amount Certified JS: € 390 000.00
 Js Correction Type: []

MA Difference MA: []
 Amount Certified MA: € 340 000.00
 Ma Correction Type: []

CA Include in ca confirmation:
 Difference CA: € 0.00
 Amount Certified CA: € 340 000.00

Figure 186 List of expenditure - Interface for financial corrections by CA (single item popup)

The CA can correct the invoices in two ways, directly in the List of Expenditure table (Figure 3) or in the popup opened for each invoice separately (Figure 4). If the project uses flat rates, they cannot be corrected separately but get adjusted with any other correction by CA. Please note, that if you correct the amounts directly in the List of Expenditure, the flat rates will get adjusted only after the corrections of other invoices are saved.

If necessary, the CA can also revert a report to MA or JS for further verification. In order to do this a following user privileges need to be assigned to the CA user role: JS_REVERT_REPORT and/or MA_REVERT_REPORT. You will see these options in the left-side menu of a project report.

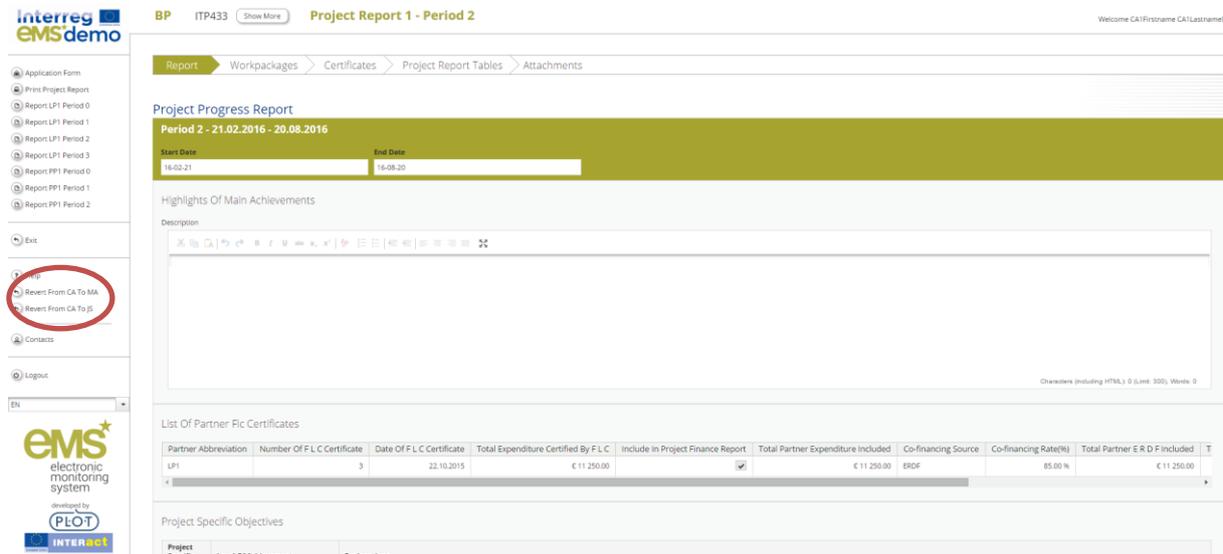


Figure 187 CA has the option to revert reports to MA or JS. This re-opens the report for these authorities.

Excluding invoices from the CA Confirmation (CA Sitting Ducks)

If necessary, the CA can decide not to process some of the invoices right away and temporarily exclude them from the CA Confirmation. This process is referred in the eMS as CA Sitting Ducks.

Unlike sitting ducks at FLC level, at CA level all the invoices from the LoE by default are marked 'to be included in CA Confirmation'. If any item should be excluded, it needs to be unticked manually in the List of Expenditure.

Difference MA	Amount Certified MA	Comment MA	to be included in ca confirmation	Already Included In C A Confirmation	Difference C A	Amount Certified C A	Comment C A
€ 10 000.00	€ 68 006.15		<input checked="" type="checkbox"/>	<input type="checkbox"/>	€ 0.00	€ 68 006.15	
€ 0.00	€ 9 590.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>	€ 0.00	€ 9 590.00	
€ 0.00	€ 16.19		<input checked="" type="checkbox"/>	<input type="checkbox"/>	€ 0.00	€ 16.19	
€ 0.00	€ 16.19		<input type="checkbox"/>	<input type="checkbox"/>	€ 0.00	€ 16.19	
€ 1 500.00	€ 10 200.92		<input checked="" type="checkbox"/>	<input type="checkbox"/>	€ 0.00	€ 10 200.92	
€ 0.00	€ 1 438.50		<input checked="" type="checkbox"/>	<input type="checkbox"/>	€ 0.00	€ 1 438.50	
€ 0.00	€ 2.42		<input checked="" type="checkbox"/>	<input type="checkbox"/>	€ 0.00	€ 2.42	
€ 0.00	€ 2.42		<input type="checkbox"/>	<input type="checkbox"/>	€ 0.00	€ 2.42	
€ 0.00	€ 30.76		<input checked="" type="checkbox"/>	<input type="checkbox"/>	€ 0.00	€ 30.76	
€ 0.00	€ 47 950.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>	€ 0.00	€ 47 950.00	
€ 50 000.00	€ 340 000.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>	€ 0.00	€ 340 000.00	
€ 0.00	€ 80.99		<input type="checkbox"/>	<input type="checkbox"/>	€ 0.00	€ 80.99	CA sitting duck

Figure 188 Excluding invoices from CA Confirmation (CA Sitting Ducks)

If the excluded invoice generates flat rates, they will automatically be excluded from the CA Confirmation and saved for later processing.

Technically an item becomes a sitting duck once the report in which it was reported to the CA is included in a CA Confirmation and an item is excluded. The CA Sitting Ducks are marked brown in the List of Expenditures.

Date of ca confirmation	Difference MA	Amount Certified MA	Comment MA	To be included in ca confirmation	Already Included In C A Confirmation	Difference C A	Amount Certified CA	Comment C A
28.11.2016	€ 10 000.00	€ 68 006.15		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	€ 0.00	€ 68 006.15	
28.11.2016	€ 0.00	€ 9 590.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	€ 0.00	€ 9 590.00	
28.11.2016	€ 0.00	€ 16.19		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	€ 0.00	€ 16.19	
	€ 0.00	€ 16.19		<input type="checkbox"/>	<input type="checkbox"/>	€ 0.00	€ 16.19	
28.11.2016	€ 1 500.00	€ 10 200.92		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	€ 0.00	€ 10 200.92	
28.11.2016	€ 0.00	€ 1 438.50		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	€ 0.00	€ 1 438.50	
28.11.2016	€ 0.00	€ 2.42		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	€ 0.00	€ 2.42	
	€ 0.00	€ 2.42		<input type="checkbox"/>	<input type="checkbox"/>	€ 0.00	€ 2.42	
28.11.2016	€ 0.00	€ 30.76		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	€ 0.00	€ 30.76	
28.11.2016	€ 0.00	€ 47 950.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	€ 0.00	€ 47 950.00	
28.11.2016	€ 50 000.00	€ 340 000.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	€ 0.00	€ 340 000.00	
	€ 0.00	€ 80.99		<input type="checkbox"/>	<input type="checkbox"/>	€ 0.00	€ 80.99	CA sitting duck

Figure 189 CA sitting ducks at the List of Expenditure

The excluded invoices can be accessed and processed from the ‘Generate CA Confirmation’ view ‘Invoices previously not included in ca-confirmation (CA Sitting Ducks)’ table.

Invoices previously not included in ca-confirmation

Select	Project Number	Project Acronym	Name Of The Lead Partner	Country Of The Lead Partner	Name Of The Partner	Country Of The Partner	Programme Priority Axis	Progress Report Number	Budgetline	Workpackage
<input type="checkbox"/>	13	ATP	Institute for cooperation	POLSKA	Institute for cooperation	POLSKA	ITP Priority 1	1	External expertise and services	M Management
<input type="checkbox"/>	13	ATP	Institute for cooperation	POLSKA	Institute for cooperation	POLSKA	ITP Priority 1	1	Staff costs	M Management
<input type="checkbox"/>	13	ATP	Institute for cooperation	POLSKA	Institute for cooperation	POLSKA	ITP Priority 1	1	Office and administration	M Management
<input type="checkbox"/>	59	MasterOfTheScenarios	My Ip1	LATVIJA	My Project partner2	LATVIJA	ITP Priority 1	1	Travel and accommodation	P Preparation

Figure 190 CA Sitting Ducks at 'Generate CA Confirmation' view

The sitting ducks can be accessed and further processed (e.g. additional cuts can be applied by the CA). They can be included in any further CA Confirmation by simply selecting them from the list of ‘Invoices previously not included in CA confirmation’.

Closing Financial Correction/Control

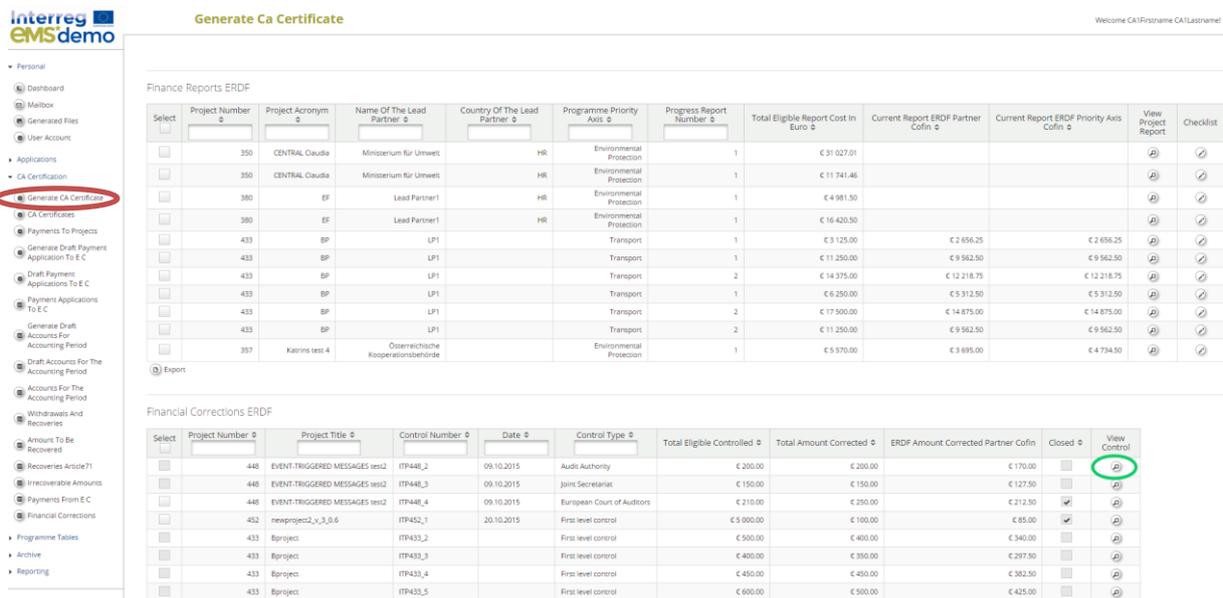
In order to include a financial correction in the CA Confirmation, the CA needs to close the finding first. As long as the finding is not checked as ‘closed’ it cannot be selected for the CA Confirmation.

Warning

Please note that from version 3_2.1 single findings and not the entire controls are included in the CA Confirmation. For more information on financial corrections, please see the relevant chapter of the manual.

Only CA can close finding/control. The CA can access the financial correction module directly from the ‘Generate CA Confirmation’ view by clicking on ‘View control’ in the relevant row of the Financial corrections (findings) table.

The link will always lead to the control view but with the focus on finding in question. Other findings of the control are collapsed and can be also accessed.



Finance Reports ERDF

Select	Project Number	Project Acronym	Name Of The Lead Partner	Country Of The Lead Partner	Programme Priority Axis	Progress Report Number	Total Eligible Report Cost in Euro	Current Report ERDF Partner Cofin	Current Report ERDF Priority Axis Cofin	View project Report	Checklist
<input type="checkbox"/>	350	CENTRAL Claudia	Ministerium für Umwelt	HR	Environmental Protection	1	€ 31 027.01				
<input type="checkbox"/>	350	CENTRAL Claudia	Ministerium für Umwelt	HR	Environmental Protection	1	€ 11 741.46				
<input type="checkbox"/>	380	EF	Lead Partner1	HR	Environmental Protection	1	€ 4 981.50				
<input type="checkbox"/>	380	EF	Lead Partner1	HR	Environmental Protection	1	€ 16 420.50				
<input type="checkbox"/>	433	BP	LP1		Transport	1	€ 3 125.00	€ 2 656.25	€ 2 656.25		
<input type="checkbox"/>	433	BP	LP1		Transport	1	€ 11 250.00	€ 9 562.50	€ 9 562.50		
<input type="checkbox"/>	433	BP	LP1		Transport	2	€ 14 375.00	€ 12 218.75	€ 12 218.75		
<input type="checkbox"/>	433	BP	LP1		Transport	1	€ 6 250.00	€ 5 312.50	€ 5 312.50		
<input type="checkbox"/>	433	BP	LP1		Transport	2	€ 17 500.00	€ 14 875.00	€ 14 875.00		
<input type="checkbox"/>	433	BP	LP1		Transport	2	€ 11 250.00	€ 9 562.50	€ 9 562.50		
<input type="checkbox"/>	357	Katrine test 4	Österreichische Kooperationsbehörde		Environmental Protection	1	€ 5 970.00	€ 3 695.00	€ 4 734.50		

Financial Corrections ERDF

Select	Project Number	Project Title	Control Number	Date	Control Type	Total Eligible Controlled	Total Amount Corrected	ERDF Amount Corrected Partner Cofin	Closed	View Control
<input type="checkbox"/>	448	EVENT-TRIGGERED MESSAGES test2	ITP448_2	09.10.2015	Audit Authority	€ 200.00	€ 200.00	€ 170.00	<input type="checkbox"/>	
<input type="checkbox"/>	448	EVENT-TRIGGERED MESSAGES test2	ITP448_3	09.10.2015	Joint Secretariat	€ 150.00	€ 150.00	€ 127.50	<input type="checkbox"/>	
<input type="checkbox"/>	448	EVENT-TRIGGERED MESSAGES test2	ITP448_4	09.10.2015	European Court of Auditors	€ 210.00	€ 250.00	€ 212.50	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	452	newproject2_v_3_0.6	ITP452_1	20.10.2015	First level control	€ 5 000.00	€ 100.00	€ 85.00	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	433	Bproject	ITP433_2		First level control	€ 500.00	€ 400.00	€ 340.00	<input type="checkbox"/>	
<input type="checkbox"/>	433	Bproject	ITP433_3		First level control	€ 400.00	€ 350.00	€ 297.50	<input type="checkbox"/>	
<input type="checkbox"/>	433	Bproject	ITP433_4		First level control	€ 450.00	€ 450.00	€ 382.50	<input type="checkbox"/>	
<input type="checkbox"/>	433	Bproject	ITP433_5		First level control	€ 600.00	€ 500.00	€ 425.00	<input type="checkbox"/>	

Figure 191 Generating a CA certificate - Controls need to be ‘closed’ before they can be included in the certificate

CA should check the finding, fill out missing data and then click on ‘Finding confirmed by CA’ tick box in the finding section. It is possible to confirm the entire control (including all findings) by checking the ‘Control confirmed by CA’ box in control section - this will confirm all the findings at once. It is possible to re-open the finding/control only as long as it is not included further in the workflow, i.e. in the CA Confirmation. Once the control is confirmed by CA there is no possibility to add additional findings to that control.

Some of the fields (i.e. data on repayment by project) stay editable also after confirming the finding.

Test the Lump Sums2 ITP9 Corrections And Audits Welcome Certifying Authority!

Control: ITP9_1

Controlling/ Auditing Body: Joint Secretariat | Control/ Audit Type: On the spot | Control/ Audit Duration: From: | To: | Date Of Final Report: 30.11.2016 | Control confirmed by Ca

Total Amount Controlled/ Audited: | Total Ineligible Expenditure: | Error Rate: | Attachments: 200 Characters Remaining

Findings

Number: ITP9_1_1_1

Finding confirmed by Ca

Budgetline: | Staff costs: | Period: | Fund: | Partner: | Fund: | ERDF: | Comment: 3000 Characters Remaining

Financial Correction Partner Level

Amount corrected in Eur: € 0.00

	Total	Corresponding ERDF	Corresponding Partner Contribution
Correction	€ 0.00	€ 0.00	€ 0.00

Corresponding Partner Contribution: Private

Date Of Sending Information To Beneficiary: | Comment:

Figure 192 Financial Corrections Interface - Closing Findings/Controls

Please note that in case the finding should be reported to the European Commission (reporting on recoveries, withdrawals, etc.) it is necessary to select a scenario the irregularity should follow. Findings with scenarios need to be handled separately and cannot be combined with other items. For more information, please see the chapter on ‘Financial corrections’.

Generation of a CA Confirmation

In order to include one or more project report(s) in the CA Confirmation, the CA user needs to select the relevant report(s) from the list and click on the ‘submit’ button. The report(s) will disappear from the current list. Please note that also financial corrections (findings) and single invoices left behind from earlier CA Confirmations need to be included in a CA Confirmation. One CA Confirmation can therefore contain:

- One or more project reports
- One or more findings
- One or more invoices previously excluded from the CA Confirmation (CA Sitting Ducks)
- Project reports AND/OR findings AND/OR CA Sitting Ducks

Attention

Findings following Scenarios have to be handled separately and cannot be combined with other items. If you select any finding with Scenario the system will not allow you to select any other item not following the same scenario for the CA Confirmation. For more information, please see description of Scenarios Financial corrections chapter.

<input type="checkbox"/>	13	ATP	Institute for cooperation	POLSKA	ITP Priority 1	1	€ 55 000.00	€ 46 167.00	€ 46 750.00	€ 8 833.00	€ 6 222.23
<input type="checkbox"/>	13	ATP	Institute for cooperation	POLSKA	ITP Priority 1	1	€ 94 812.47	€ 70 062.63	€ 60 550.59	€ 25 753.96	€ 15 129.62
<input checked="" type="checkbox"/>	26	TESTPROJ	HULP	MAGYARORSZÁG	ITP Priority 1	1	€ 98 400.00	€ 83 640.00	€ 83 640.00	€ 14 760.00	€ 14 760.00
<input type="checkbox"/>	13	ATP	Institute for cooperation	POLSKA	ITP Priority 1	1	€ 17 333.68	€ 14 730.16	€ 14 733.62	€ 2 774.69	€ 795.34

Export

Invoices previously not included in ca-confirmation

Select	Project Number	Project Acronym	Name Of The Lead Partner	Country Of The Lead Partner	Name Of The Partner	Country Of The Partner	Programme Priority Axis	Progress Report Number	Budgetline	Workpackage	Total eligible to be included	ERDF cofin. inclu
<input checked="" type="checkbox"/>	13	ATP	Institute for cooperation	POLSKA	Institute for cooperation	POLSKA	ITP Priority 1	1	Edernal expertise and services	M Management	€ 2 452.50	
<input checked="" type="checkbox"/>	13	ATP	Institute for cooperation	POLSKA	Institute for cooperation	POLSKA	ITP Priority 1	1	Staff costs	M Management	€ 490.50	
<input checked="" type="checkbox"/>	13	ATP	Institute for cooperation	POLSKA	Institute for cooperation	POLSKA	ITP Priority 1	1	Office and administration	M Management	€ 73.57	
<input type="checkbox"/>	59	MasterOfTheScenarios	My Ip1	LATVIA	My Project partner2	LATVIA	ITP Priority 1	1	Travel and accommodation	P Preparation	€ 40.27	

Financial corrections (findings)

Select	Scenario	Project number	Project acronym	Control number	Date of final control report	Controlling / auditing body	Control / audit type	Partner number and name	Report number	Period	Finding number	Budgetline	Workpa
<input checked="" type="checkbox"/>	None	ITP52	AFCheck	ITP52_1	02.12.2016	First level control	Desk-based	1 APartnerERDF	1	1 / 30.11.2016 - 29.05.2017	ITP52_1_L_1	Net Revenue	Managem
<input type="checkbox"/>	None	ITP53	TestBeforePublishCoreGroup	ITP53_1	05.12.2016	First level control	On the spot	1 My Lead Partner1		0 / 01.12.2015 - 01.12.2016	ITP53_1_L_1	Staff costs	Preparati
<input type="checkbox"/>	None	ITP13	ATP	ITP13_1	06.12.2016	First level control	Desk-based	1 Institute for cooperation	1	2 / 28.04.2017 - 27.10.2017	ITP13_1_L_3	Equipment	Managem

Generate Ca-confirmation

Figure 193 Generate CA Confirmation - Generate button

Please note that - in case of financial corrections via adjustment of subsequent payments to projects (i.e. correcting sums to be paid to projects), CA certificates must contain a report AND a correction of the SAME project partner. Otherwise, the system will generate a negative payment for the project and treat it as repayment by project. For more information, please see chapter ‘Financial Corrections’.

Note on multi-fund: Please note that CA certificates are single-fund so in case one report contains partner reports of multiple funds (e.g. ERDF and IPAII), the reports will be separated and available for CA Confirmations of each fund separately. Different funds are managed via different tabs at the top of the page. The same approach is used in all CA sections. The list of available funds is based on programme data.

Warning

If any programme generated a multi-fund CA Confirmation with an eMS version earlier than 3_2.1, it is necessary to remove it and redo with single fund approach.

Generate Ca Confirmation

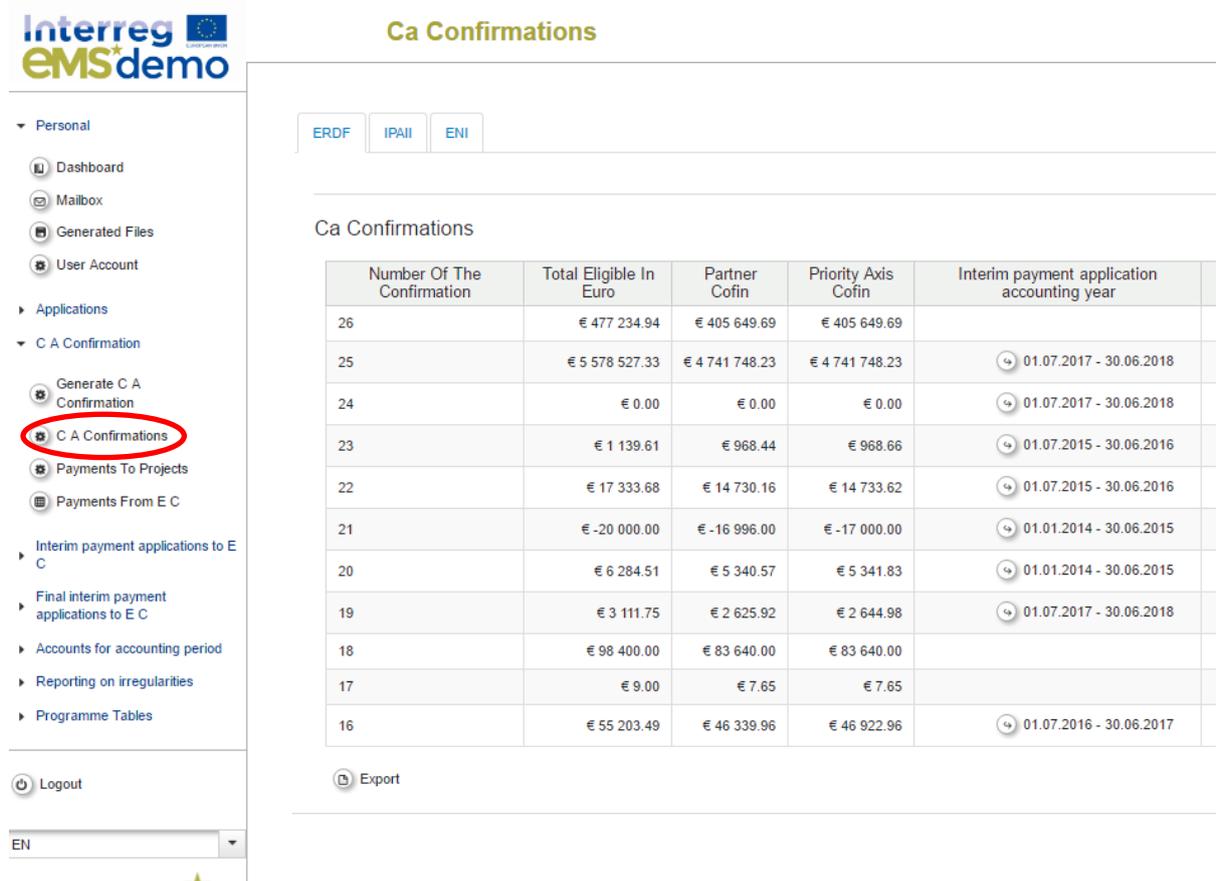


Finance Reports ERDF

Select	Project Number ↕	Project Acronym ↕	Name Of The Lead Partner ↕	Country Of The Lead Partner ↕	Programme Priority Axis ↕	Progr Nu
<input type="checkbox"/>	3		Partner No.1.	LATVIJA	ITP Priority 1	
<input type="checkbox"/>	4		LP1	ÖSTERREICH	ITP Priority 1	
<input type="checkbox"/>	5		LP	LATVIJA	ITP Priority 1	
<input type="checkbox"/>	6	Test6	My lead partner 1	LATVIJA	ITP Priority 1	
<input type="checkbox"/>	6	Test6	My lead partner 1	LATVIJA	ITP Priority 1	
<input type="checkbox"/>	3		Partner No.1.	LATVIJA	ITP Priority 1	

Figure 194 Different funds at CA level

All the generated CA Confirmations can be accessed through the ‘CA Confirmations’ menu point.



Interreg EMSdemo

Ca Confirmations

ERDF IPAI ENI

Ca Confirmations

Number Of The Confirmation	Total Eligible In Euro	Partner Cofin	Priority Axis Cofin	Interim payment application accounting year
26	€ 477 234.94	€ 405 649.69	€ 405 649.69	
25	€ 5 578 527.33	€ 4 741 748.23	€ 4 741 748.23	01.07.2017 - 30.06.2018
24	€ 0.00	€ 0.00	€ 0.00	01.07.2017 - 30.06.2018
23	€ 1 139.61	€ 968.44	€ 968.66	01.07.2015 - 30.06.2016
22	€ 17 333.68	€ 14 730.16	€ 14 733.62	01.07.2015 - 30.06.2016
21	€ -20 000.00	€ -16 996.00	€ -17 000.00	01.01.2014 - 30.06.2015
20	€ 6 284.51	€ 5 340.57	€ 5 341.83	01.01.2014 - 30.06.2015
19	€ 3 111.75	€ 2 625.92	€ 2 644.98	01.07.2017 - 30.06.2018
18	€ 98 400.00	€ 83 640.00	€ 83 640.00	
17	€ 9.00	€ 7.65	€ 7.65	
16	€ 55 203.49	€ 46 339.96	€ 46 922.96	01.07.2016 - 30.06.2017

Export

Figure 195 Overview of CA Confirmations

In the overview table of the CA Confirmations, you can see if the confirmation was already included in the Interim payment application to EC, Final interim payment application to EC and Accounts for accounting period and access the relevant applications and/or accounts.

Existing CA Confirmations can be deleted by clicking on ‘Remove CA Confirmation’ button. Please note that CA Confirmations can only be removed as long as they are not included further in the workflow. If the CA Confirmation is removed the reports and controls appear again in the list under ‘Generate CA Confirmation’ section and can be included in a new CA Confirmation.

Please note that in case a CA Confirmation is removed and there were some invoices left behind (CA sitting ducks), they will be integrated into the report again UNLESS they were already included in a different CA Confirmation, then they will stay handled separately.

Details of CA Confirmations can be displayed by clicking on ‘View CA Confirmation’ column. It is also possible to print the CA confirmation to pdf. This template can be adjusted to programme needs.

Accounts for the accounting period accounting year	Date Of The Ca Confirmation	View Ca Confirmation	Remove Ca Confirmation	Print Pdf
	28.11.2016 11:25:52			
	15.11.2016 10:26:10			
	04.11.2016 13:45:31			
 01.07.2015 - 30.06.2016	04.11.2016 11:47:07			
 01.07.2015 - 30.06.2016	04.11.2016 11:44:45			
 01.01.2014 - 30.06.2015	03.11.2016 13:58:17			
 01.01.2014 - 30.06.2015	03.11.2016 13:49:07			
	03.11.2016 11:36:14			
	03.11.2016 11:12:04			
	31.10.2016 13:34:12			
 01.07.2016 - 30.06.2017	31.10.2016 11:20:58			

Figure 196 Overview of CA Confirmations

All the checklists finalized before generating a CA Confirmation are accessible here (in read-only form), under ‘Checklist’ button next to the relevant project report.

Welcome Certifying Authority!

Ca Confirmation

Ca Confirmation

Number Of The Confirmation	16
Date Of The Confirmation	31.10.2016
Total Eligible	€ 55 203.49
Total contribution	€ 9 863.14
Private contribution	€ 2 610.77
Public contribution	€ 6 252.37
ER D F Partner Coffin	€ 46 339.96
ER D F Priority Axis Coffin	€ 46 922.96

Finance Reports

Project Number	Project Acronym	Name Of The Lead Partner	Country Of The Lead Partner	Programme Priority Axis	Progress Report Number	Total eligible included	ERDF (partner coffin) included	ERDF (priority axis coffin) included	View Project Report	Checklist
3		Partner No.1	LATVIJA	ITP Priority 1	1	€ 216.09	€ 183.67	€ 183.67		
13	ATP	Institute for cooperation	POLSKA	ITP Priority 1	1	€ 55 000.00	€ 46 167.00	€ 46 750.00		

[Export](#)

Invoices not included with initial finance-report (ca sitting ducks)

Project Number	Project Acronym	Name Of The Lead Partner	Country Of The Lead Partner	Programme Priority Axis	Progress Report Number	Total Eligible Included	(partner coffin) included	(priority axis coffin) included	View Project Report
3		Partner No.1	LVZZZ	ITP Priority 1	1	€ 1.80	€ 1.53	€ 1.53	
3		Partner No.1	LVZZZ	ITP Priority 1	1	€ 1.80	€ 1.53	€ 1.53	

[Print Pdf](#)

Uploads

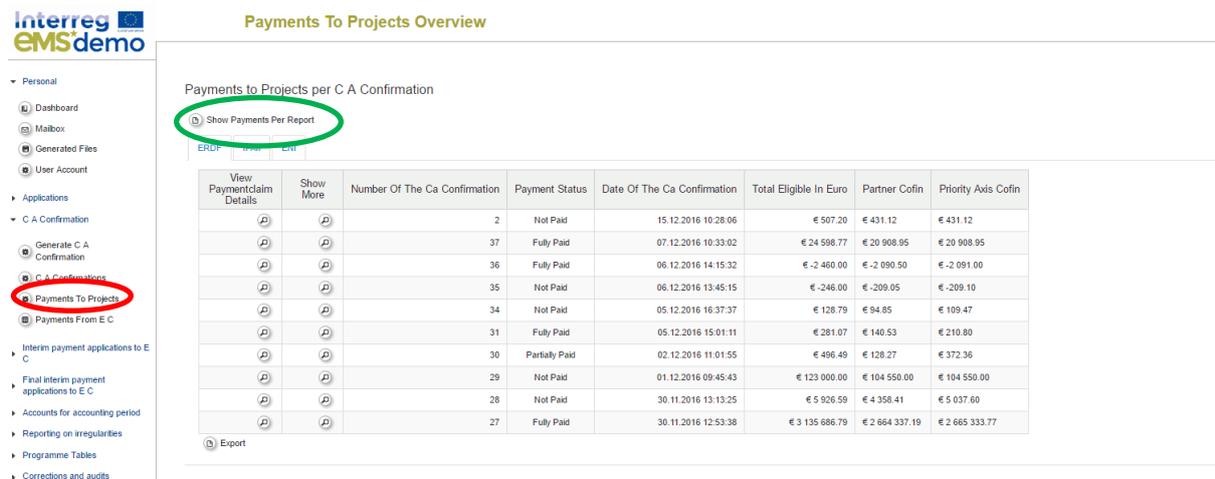
[Upload](#)

Filename	Filetype	Date	User	Comment	Actions

Figure 197 Details of one CA Confirmation, including checklists

Payment to projects

After the generation of a CA certificate, the CA should introduce information on payments to projects. The actual payment is carried out outside of the system (i.e. the eMS does not handle payments like a banking software would) but basic information about payments need to be entered in the eMS. The list of CA certificates paid/to be paid is available under ‘payments to projects’ menu item. Similarly to other sections of the CA module, the payments to projects are handled per fund.



Payments To Projects Overview

Payments to Projects per C A Confirmation

Show Payments Per Report

View Paymentclaim Details	Show More	Number Of The Ca Confirmation	Payment Status	Date Of The Ca Confirmation	Total Eligible In Euro	Partner Cofin	Priority Axis Cofin
		2	Not Paid	15.12.2016 10:28:06	€ 507.20	€ 431.12	€ 431.12
		37	Fully Paid	07.12.2016 10:33:02	€ 24 598.77	€ 20 908.95	€ 20 908.95
		36	Fully Paid	06.12.2016 14:15:32	€ -2 460.00	€ -2 090.50	€ -2 091.00
		35	Not Paid	06.12.2016 13:45:15	€ -246.00	€ -209.05	€ -209.10
		34	Not Paid	05.12.2016 16:37:37	€ 128.79	€ 94.85	€ 109.47
		31	Fully Paid	05.12.2016 15:01:11	€ 281.07	€ 140.53	€ 210.80
		30	Partially Paid	02.12.2016 11:01:55	€ 496.49	€ 128.27	€ 372.36
		29	Not Paid	01.12.2016 09:45:43	€ 123 000.00	€ 104 550.00	€ 104 550.00
		28	Not Paid	30.11.2016 13:13:25	€ 5 926.59	€ 4 358.41	€ 5 037.60
		27	Fully Paid	30.11.2016 12:53:38	€ 3 135 686.79	€ 2 664 337.19	€ 2 665 333.77

Export

Figure 198 Payments to Projects Overview - Table shows all reports already paid as well as to be paid

The default view in the Payments to projects is per CA Confirmation, but it is possible to see payments per project report by clicking on ‘Show payments per Report’.



Payments To Projects Overview

Payments to Projects per Report

Show Payments Per Ca Confirmation

Project Number	Lead Partner Name	Lead Partner Country	Project Report Number	Number Of The Ca Confirmation	Payment status	Date Of The Ca Confirmation	Eligible Confirmed For Payment	ERDF Paid
ITP13	Institute for cooperation	POLSKA	3.1	27	Fully paid	30.11.2016 12:53:38	€ 3 135 686.79	€ 2 664 337
ITP53	My Lead Partner1	ÖSTERREICH	0.1	29	Not paid	01.12.2016 09:45:43	€ 123 000.00	€ 0.00
ITP52	APartnerERDF	LATVIJA	1.1	30	Fully paid	02.12.2016 11:01:55	€ 41.90	€ 25.14
ITP52	APartnerERDF	LATVIJA	0.1	30	Partially paid	02.12.2016 11:01:55	€ 454.59	€ 281.60
ITP44	Madona	LATVIJA	1.1	31	Fully paid	05.12.2016 15:01:11	€ 48.79	€ 24.39

Figure 199 Payments to projects overview per Report

Note on Priority axes co-financing: The overview of payment to projects shows two values for co-financing for each fund. In the case of ERDF this is:

- ‘partner co-financing’: The ERDF value calculated based on the actual co-financing rates of the partners. This value is needed as it shows the actual amount to be paid to the project.
- ‘priority axis co-financing’: The ERDF value calculated based on the co-financing rate of the priority axis. This value is shown here for informational purposes as SCF calculates reimbursements to programmes on the basis of priority axes.

In case a programme applies the priority axes co-financing rate to all projects in a CA Confirmation, the two ERDF values mentioned above match.

Each CA Confirmation is listed separately and in order to modify or view payment details please click on ‘View paymentclaim details’ button.

In each ‘Payments to project’ interface all the project reports included in a CA Confirmation are listed separately and shown per partner. Payment information must be introduced per partner even if programmes are usually paying to the Lead Partner only.

Ca Confirmation 34 - 05.12.2016
 Notify all lead partners Confirm ERDF Payment Process

Finance Report 1
 Notify lead partner

Partner Number	Partner Abbreviation	Fund	Total Amount	Fund Amount	Contribution Amount	I B A N of project	B I C of project	Date Of Payment	Comment	Installments	Print
1	OZELZAVA	ERDF	€ 41.76	€ 20.88	€ 20.88	AT 21 2546 0000 9855 4856	BESTB	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/> Paid In Full <input type="checkbox"/> Add Installment	<input type="button" value="Print"/>
2	Cesvaine	ERDF	€ 87.03	€ 73.97	€ 13.06	AT 21 2546 0000 9855 4856	BESTB	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Paid In Full <input type="checkbox"/> Add Installment	<input type="button" value="Print"/>

Upload
 No records found

Figure 200 Payments to Projects - Payment details of one CA Confirmation

It is possible to either pay in full the due amount or to pay in installments. If the project is paid in full, the CA needs to check the relevant tick box, introduce a date of payment and save the information.

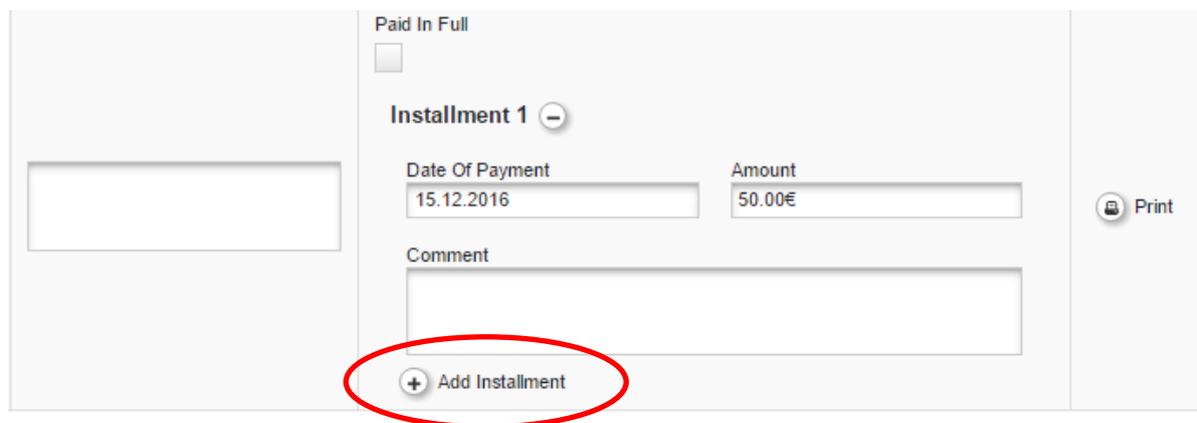
Period Start 02.11.2016 Period End 01.05.2017

Date Of Payment	Comment	Installments
<input type="text" value="15.12.2016"/>	<input type="text"/>	Paid In Full <input checked="" type="checkbox"/>
<input type="text"/>	<input type="text"/>	Paid In Full <input type="checkbox"/> <input type="button" value="+ Add Installment"/>

Figure 201 Payment to projects - payment in full

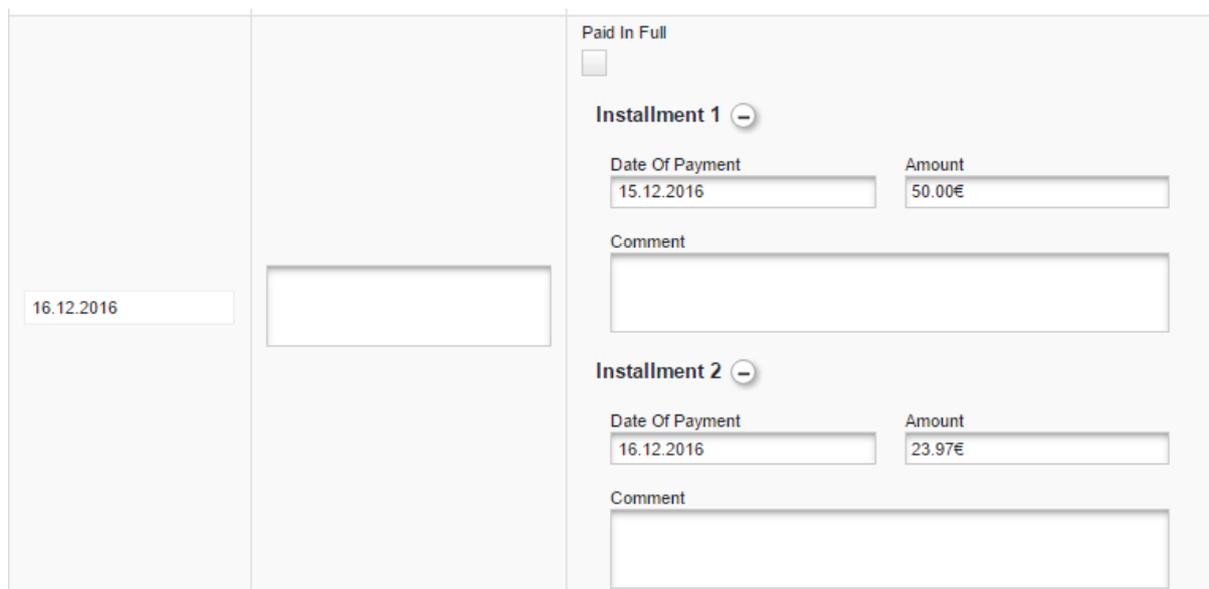
In order to record data on payment in installments please click ‘Add installment’. Each installment needs a payment date. It is possible to add multiple installments (as long as the full amount is not paid). The system proposes the full amount as the first installment, which can be modified. It is possible to add installments as long as the full amount is not

reached. Each time an installment is added, the system proposes the remaining amount as the payment value.



The screenshot shows a web form for adding installments. At the top, there is a 'Paid In Full' checkbox. Below it, 'Installment 1' is selected with a minus sign. The form contains two input fields: 'Date Of Payment' with the value '15.12.2016' and 'Amount' with the value '50.00€'. A 'Comment' text area is located below these fields. On the right side, there is a 'Print' button. At the bottom center, a button with a plus sign and the text 'Add Installment' is circled in red.

Figure 202 Payments to Projects - Payment in installments



The screenshot shows the 'Payments to Projects' interface with two installments. The 'Paid In Full' checkbox is unchecked. 'Installment 1' is selected with a minus sign. It has a 'Date Of Payment' of '15.12.2016' and an 'Amount' of '50.00€'. Below it is a 'Comment' text area. 'Installment 2' is also selected with a minus sign. It has a 'Date Of Payment' of '16.12.2016' and an 'Amount' of '23.97€'. Below it is another 'Comment' text area. On the left side, there is a date input field containing '16.12.2016'.

Figure 203 Payments to Projects - Last installment

When there is no more remaining amount to be paid, the system will not allow to add any more installments and the date of last installment (when the full amount is paid) is taken automatically as a final date of payment.

It is possible to upload documents per payment (per project report payment, not per partner payment) and generate pdf with payment details. Pdf are based on templates and can be adjusted to programme needs.

It is also possible to notify project Lead Partners about payments. The system automatically generates the message with details about payments the sending should be triggered manually for all Lead Partners of one CA Confirmation or for each project separately.

Payments To Project

Ca Confirmation 34 - 05.12.2016

Notify all lead partners
 Confirm ERDF Payment Process

Finance Report 1

Notify lead partner

Partner Number	Partner Abbreviation	Fund	Total Amount	Fund Amount	Contribution Amount
1	DZELZAVA	ERDF	€ 41.76	€ 20.88	€ 20.88

Project: ITP25 Report Number: 1 Date Of Report: 16.11.2016

Figure 204 Payments to projects, notifying Lead Partners

Handling financial corrections in 'Payments to projects'

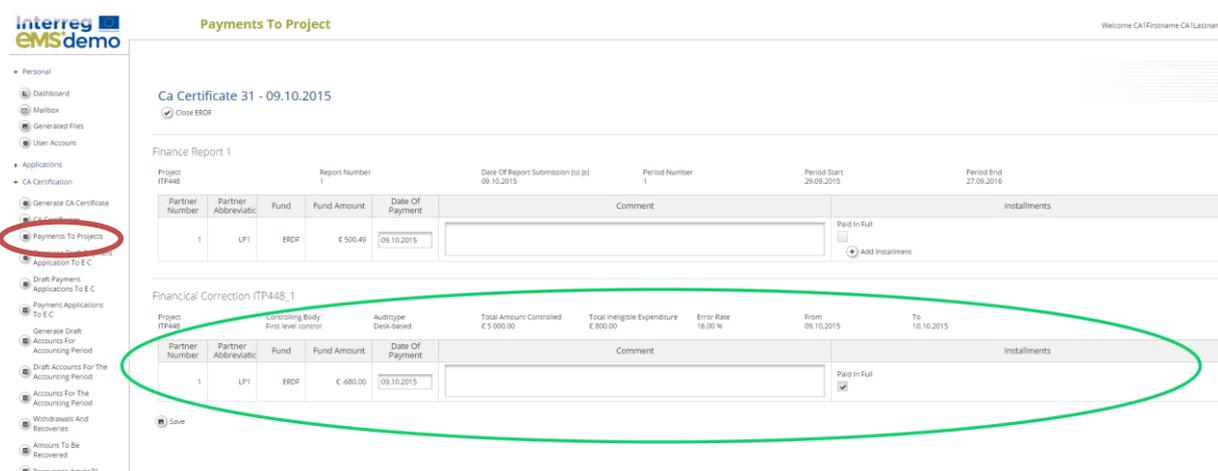
If there are any financial corrections (findings) included in the CA Confirmation, they will be handled also in the 'Payment to projects' section. There are two ways to handle financial corrections at the project level:

1. Adjustment in the next ERDF payment: This means that the financial correction will be corrected by adjusting a subsequent payment to the project partner.
2. Repayment by the project: This means that the amount to be corrected will be shown in the 'payment to projects' interface as a separate item. Negative amounts to be corrected will not be automatically deducted from any positive amount.

Please note that financial corrections can be negative (and most frequently are) or positive (e.g. in the case of advance payments to projects - see the chapter 'Financial corrections'). So technically the 'repayment by the project' could also be a payment by the programme to the project.

The way the financial corrections are handled at the 'Payments to projects' module does not depend anymore (from version 3_2) on the action selected in the 'Financial correction' module. No matter if 'adjustment in the next ERDF payment', 'repayment by the project' or any action other action is selected in the 'financial corrections' interface, the system will always generate a separate negative (or positive in case of positive correction) payment item. In case you wish to reduce a payment of a report, please include both the report and the finding in the CA Confirmation, fill out both the payment and repayment separately as paid in full and introduce relevant comments.

Repayment similarly to all other payments can be done in full or in installments.



Payments To Project

Ca Certificate 31 - 09.10.2015

Finance Report 1

Partner Number	Partner Abbreviation	Fund	Fund Amount	Date Of Payment	Comment	Installments
1	LP1	ERDF	€ 500.49	09.10.2015		Paid In Full Add Installment

Financial Correction (TP448_1)

Project	Controlling Body	Audit type	Total Amounts Controlled	Total Ineligible Expenditure	Error Rate	From	To
ITP448	First level control	Desk-based	€ 5 000.00	€ 800.00	16.00 %	09.10.2015	10.10.2015

Partner Number	Partner Abbreviation	Fund	Fund Amount	Date Of Payment	Comment	Installments
1	LP1	ERDF	€ 480.00	09.10.2015		Paid In Full

Save

Figure 205 Payments to Projects - Financial corrections are shown separately from reports.

In case there are any CA sitting ducks in the CA Confirmation, they are shown as a part of their initial report - just the amount to be paid is adjusted to the remaining invoices exclusively.

Once all reports and/or financial corrections from a CA Confirmation are paid / repaid, the CA can close the payment by clicking the ‘Confirm ERDF/IPA/ENI payment process’ button. Once a payment is marked as closed it is not possible to modify it anymore. However, the payment can be re-opened for further modifications if needed by clicking ‘Reopen ERDF/IPA/ENI payment process’.

You can always see the CA Confirmation payment status in the ‘Payments to projects’ section. The system shows ‘Not paid’ in case no item is paid, ‘Partially paid’ in case only some items are paid or there are any payments in installments and ‘Fully paid’ if all items are paid. It can also be traced per report under ‘Show Payments per Report’.

Show Payments Per Report

ERDF IPAIL ENI

View Paymentclaim Details	Show More	Number Of The Ca Confirmation	Payment Status	Da
		1	Not Paid	
		2	Not Paid	
		37	Fully Paid	
		36	Fully Paid	
		35	Not Paid	
		34	Fully Paid	
		31	Fully Paid	
		30	Partially Paid	
		29	Not Paid	
		28	Not Paid	
		27	Fully Paid	

Export

Figure 206 CA Confirmation payment status

Please note also that it is possible to include the CA Confirmation in the Interim payment application to EC regardless of the payment to project status. Many CAs first pay the project partner and then include the amount in the Interim payment application to EC. Since there could be exceptions, the eMS does not require payments to projects prior to including the amount in the Interim payment application to EC.

Attention

Only full CA Confirmations are taken into account for the Interim payment application to EC and therefore even if the project is paid just partially (e.g. in case of payments in installments or withholding of one partner share) the system will calculate the entire amount for the payment application to EC.

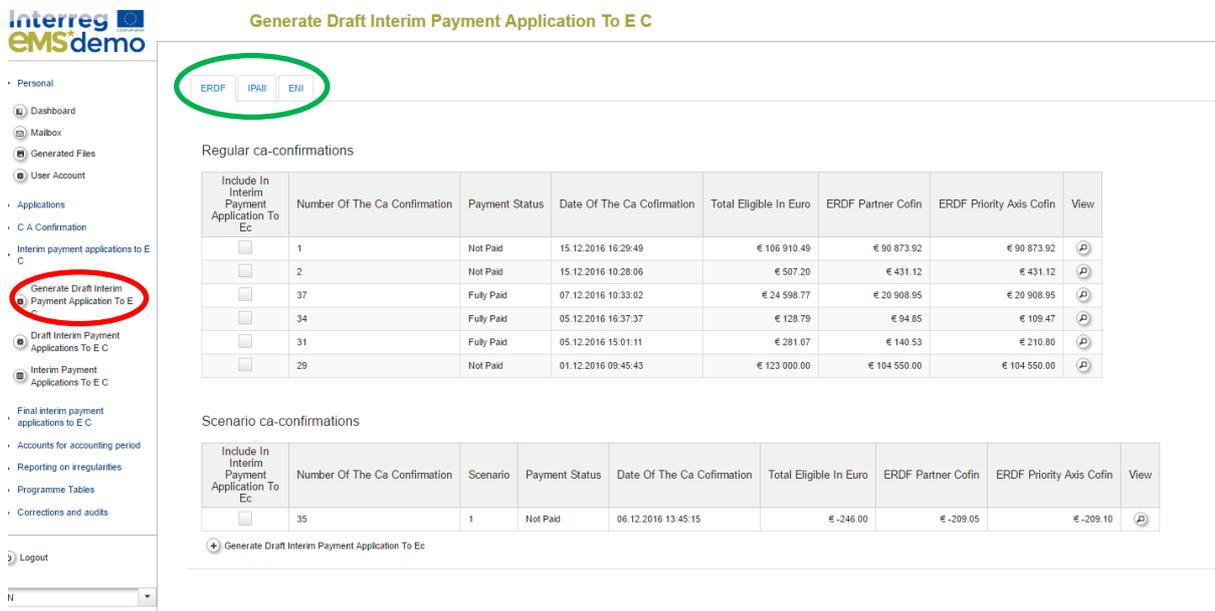
If you do not wish to include part of the report in the Interim payment application to EC (e.g. in case of doubts regarding eligibility of costs), exclude those invoices from the CA Confirmation (i.e. generate CA sitting ducks).

Generate Draft Payment application to EC

In the eMS the generation of Interim payment applications is subdivided into two steps namely:

- Generation of draft Interim payment applications
- Approval of one draft Interim payment application

In the menu item ‘Generate Draft Interim Payment Applications to EC’ the CA can select one or more CA Confirmations to be included into draft interim payment applications to EC. It is possible to generate multiple drafts: The CA Confirmations do not immediately disappear from the list and can be included in many drafts at the same time.



Regular ca-confirmations

Include In Interim Payment Application To Ec	Number Of The Ca Confirmation	Payment Status	Date Of The Ca Cofirmation	Total Eligible In Euro	ERDF Partner Cofin	ERDF Priority Axis Cofin	View
<input type="checkbox"/>	1	Not Paid	15.12.2016 16:29:49	€ 106 910.49	€ 90 873.92	€ 90 873.92	
<input type="checkbox"/>	2	Not Paid	15.12.2016 10:28:06	€ 507.20	€ 431.12	€ 431.12	
<input type="checkbox"/>	37	Fully Paid	07.12.2016 10:33:02	€ 24 598.77	€ 20 908.95	€ 20 908.95	
<input type="checkbox"/>	34	Fully Paid	05.12.2016 16:37:37	€ 128.79	€ 94.65	€ 109.47	
<input type="checkbox"/>	31	Fully Paid	05.12.2016 15:01:11	€ 281.07	€ 140.53	€ 210.80	
<input type="checkbox"/>	29	Not Paid	01.12.2016 09:45:43	€ 123 000.00	€ 104 550.00	€ 104 550.00	

Scenario ca-confirmations

Include In Interim Payment Application To Ec	Number Of The Ca Confirmation	Scenario	Payment Status	Date Of The Ca Cofirmation	Total Eligible In Euro	ERDF Partner Cofin	ERDF Priority Axis Cofin	View
<input type="checkbox"/>	35	1	Not Paid	06.12.2016 13:45:15	€ -246.00	€ -209.05	€ -209.10	

+ Generate Draft Interim Payment Application To Ec

Figure 207 Generate Draft Payment Applications to EC - List of CA Confirmations waiting to be included

In order to generate a draft please select one or more items and click on ‘Generate draft Interim payment application to EC’ button. The system will ask you to select the accounting year in which the Interim payment claim is handled.

Regular ca-confirmations

Include In Interim Payment Application To Ec	Number Of The Ca Confirmation	Payment Status	Date Of The Ca Cofirmation	Total Eligible In Euro	ERDF Partner Cofin	ERDF Priority Axis Cofin	View
<input type="checkbox"/>	1	Not Paid	15.12.2016 16:29:49	€ 106 910.49	€ 90 873.92	€ 90 873.92	
<input checked="" type="checkbox"/>	2	Not Paid	15.12.2016 10:28:06	€ 507.20	€ 431.12	€ 431.12	
<input checked="" type="checkbox"/>	37	Fully Paid	07.12.2016 10:33:02	€ 24 598.77	€ 20 908.95	€ 20 908.95	
<input type="checkbox"/>	34	Fully Paid	05.12.2016 16:37:37	€ 128.79	€ 94.85	€ 109.47	
<input type="checkbox"/>	31	Fully Paid	05.12.2016 15:01:11			€ 210.80	
<input type="checkbox"/>	29	Not Paid	01.12.2016 09:45:43			€ 104 550.00	

Select Accounting Year

- 01.07.2019 - 30.06.2020
- 01.07.2019 - 30.06.2020
- 01.07.2020 - 30.06.2021
- 01.07.2021 - 30.06.2022
- 01.07.2022 - 30.06.2023

Scenario ca-confirmations

Include In Interim Payment Application To Ec	Number Of The Ca Confirmation	Scenario	Payment Status	Date Of The Ca Confirmation	Total Eligible In Euro	ERDF Partner Cofin	ERDF Priority Axis Cofin	View
<input type="checkbox"/>	35	1	Not Paid	06.12.2016 13:45:15	€ -246.00	€ -209.05	€ -209.10	

Generate Draft Interim Payment Application To Ec

Figure 208 Generating draft interim payment application to EC

Please note that only accounting years for which no final interim payment application to EC was generated are available on the list.

Each fund is treated separately in this section, there is a separate tab available on the top of the page. The tabs are generated for all the funds used in the programme.

The Interim payment application to EC can also include some findings following certain scenarios. The Scenario CA Confirmations are shown separately and need to be added manually to the draft. For more information, please see the chapter ‘Financial corrections’.

Draft Interim payment applications to EC

The ‘Draft Interim payment application to EC’ menu item shows a list of all generated drafts. CA can analyse different drafts and choose one to accept and create the actual interim payment application to EC (i.e. press: ‘Create Interim payment application to EC’ below the selected draft).

The amounts are calculated based on included CA Confirmations. For detailed explanations on how the amounts are calculated, please see the section below ‘Interim payment applications to EC’.

At this point it is still possible to change the accounting year in which this interim payment application to EC is handled.

Remove All Draft Interim Payment Applications To E C

ERDF IPAF ENI

Draft Interim Payment Application To E C

Generation Date: 16.12.2016 10:26:41
Included CA Confirmations: 2 (ERDF) 34 (ERDF)

Accounting Year: 01.07.2019 - 30.06.2020

Priority	Calculation Basis	Total Amount Of Eligible Expenditure Incurred By Beneficiaries And Paid In Implementing Operations	Total Amount Of Private Contribution Incurred In Implementing Operations	Total Amount Of Public Expenditure Incurred In Implementing Operations	Total Cumulative Amount Of Eligible Expenditure Incurred By Beneficiaries And Paid In Implementing Operations	Total Cumulative Amount Of Private Contribution Incurred In Implementing Operations	Total Cumulative Amount Of Public Expenditure Incurred In Implementing Operations	Show Details
ERDF								
ITP Priority 1	total eligible expenditure	€ 507.20	€ 33.89	€ 473.31	€ 507.20	€ 33.89	€ 473.31	
ITP Priority 2	total eligible expenditure	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	
ITP TA Priority 2	total eligible expenditure	€ 128.79	€ 20.88	€ 107.91	€ 128.79	€ 20.88	€ 107.91	
Grand Total		€ 635.99	€ 54.77	€ 581.22	€ 635.99	€ 54.77	€ 581.22	

Real Costs		Flat Rates		Lump Sum		Standard Scales Of Unit Costs	
Total Eligible Claimed	Total Public Expenditure	Total Eligible Claimed	Total Public Expenditure	Total Eligible Claimed	Total Public Expenditure	Total Eligible Claimed	Total Public Expenditure
€ 96.93	€ 110.71	€ 96.86	€ 436.36	€ 407.80	€ 0.00	€ 0.00	€ 0.00

Remove Draft Interim Payment Applications Create Interim Payment Application To E C

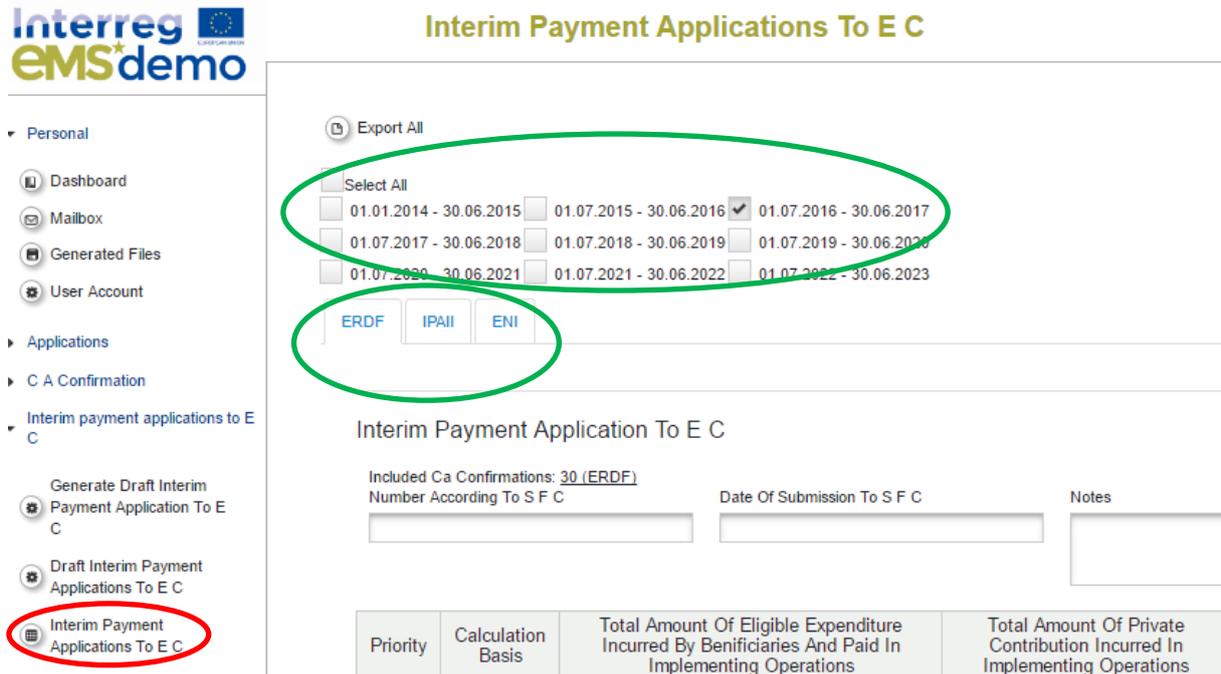
Figure 209 Draft Payment Applications to EC - List of all available drafts, one of which is selected for further processing

Once a draft is accepted (and accordingly all included CA Confirmations), all included CA Confirmations are removed from the list in ‘Generate draft interim payment application to EC’ and can no longer be included in new drafts. Also, once a draft is accepted (and accordingly all included CA Confirmations), it is no longer possible to accept any other drafts that contain overlapping CA Confirmations.

After accepting one of the drafts, it is recommended to remove all other drafts by clicking on ‘Remove all draft interim payment applications to EC’.

Interim payment applications to EC

All the Interim payment applications to EC are shown in the section ‘Interim payment applications to EC’. The data is displayed per fund (to change between funds please use different tabs on the top of the page) and per accounting year (to select accounting year, please mark the relevant checkbox). By default, the current accounting year is displayed when entering this section.



Interreg EMS demo

Interim Payment Applications To E C

Export All

Select All

01.01.2014 - 30.06.2015 01.07.2015 - 30.06.2016 01.07.2016 - 30.06.2017

01.07.2017 - 30.06.2018 01.07.2018 - 30.06.2019 01.07.2019 - 30.06.2020

01.07.2020 - 30.06.2021 01.07.2021 - 30.06.2022 01.07.2022 - 30.06.2023

ERDF IPAI ENI

Interim Payment Application To E C

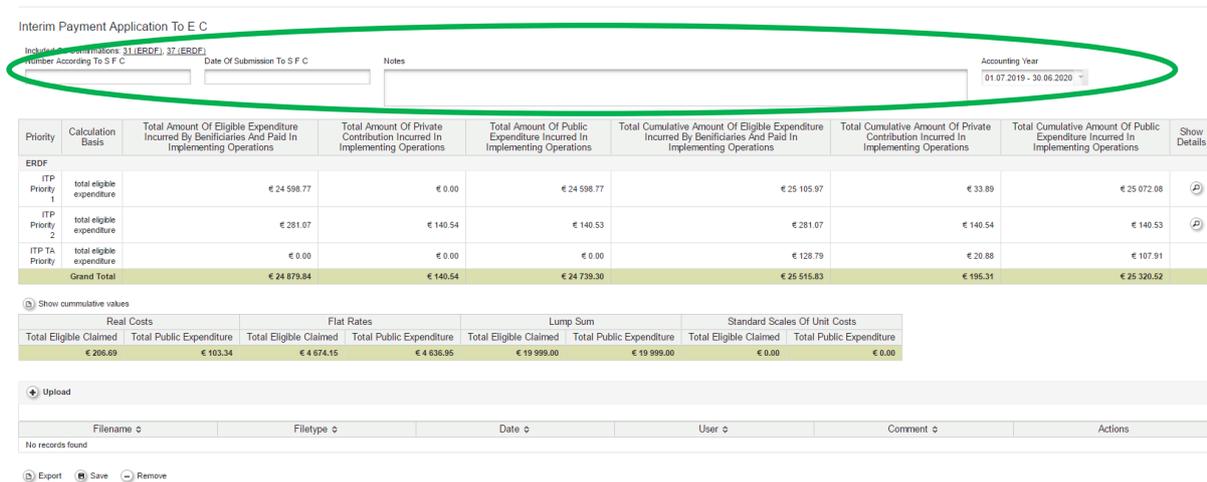
Included Ca Confirmations: 30 (ERDF)

Number According To S F C Date Of Submission To S F C Notes

Priority	Calculation Basis	Total Amount Of Eligible Expenditure Incurred By Beneficiaries And Paid In Implementing Operations	Total Amount Of Private Contribution Incurred In Implementing Operations
----------	-------------------	--	--

Figure 210 Interim payment applications to EC

After the interim payment applications to EC are generated (i.e. at least one draft is accepted), the Programme should manually transfer the information to the Commission via SFC. Information on the SFC transfer (date, number and comments) should be entered into the eMS and saved.



Interim Payment Application To E C

Included Ca Confirmations: 31 (ERDF), 37 (ERDF)

Number According To S F C Date Of Submission To S F C Notes Accounting Year: 01.07.2019 - 30.06.2020

Priority	Calculation Basis	Total Amount Of Eligible Expenditure Incurred By Beneficiaries And Paid In Implementing Operations	Total Amount Of Private Contribution Incurred In Implementing Operations	Total Amount Of Public Expenditure Incurred In Implementing Operations	Total Cumulative Amount Of Eligible Expenditure Incurred By Beneficiaries And Paid In Implementing Operations	Total Cumulative Amount Of Private Contribution Incurred In Implementing Operations	Total Cumulative Amount Of Public Expenditure Incurred In Implementing Operations	Show Details
ITP Priority 1	total eligible expenditure	€ 24 598.77	€ 0.00	€ 24 598.77	€ 25 165.97	€ 33.89	€ 25 072.08	
ITP Priority 2	total eligible expenditure	€ 281.07	€ 140.54	€ 140.53	€ 281.07	€ 140.54	€ 140.53	
ITP TA Priority	total eligible expenditure	€ 0.00	€ 0.00	€ 0.00	€ 128.79	€ 20.88	€ 107.91	
Grand Total		€ 24 879.84	€ 140.54	€ 24 739.30	€ 25 515.83	€ 195.31	€ 25 320.52	

Show cumulative values

Real Costs		Flat Rates		Lump Sum		Standard Scales Of Unit Costs	
Total Eligible Claimed	Total Public Expenditure	Total Eligible Claimed	Total Public Expenditure	Total Eligible Claimed	Total Public Expenditure	Total Eligible Claimed	Total Public Expenditure
€ 205.69	€ 103.34	€ 4 074.15	€ 4 636.95	€ 19 999.00	€ 19 999.00	€ 0.00	€ 0.00

Upload

Filename	Filetype	Date	User	Comment	Actions
No records found					

Export Save Remove

Figure 211 Interim payment Applications to EC - SFC information

Please note that all the figure reported to EC are total expenditure as SFC automatically applies the priority axis co-financing rate to calculate the actual amounts to be transferred to the programmes. Accordingly, the eMS tables also show total amounts.

The amounts are shown per one Interim payment application to EC as well as cumulative amounts per accounting year. This means that in first Interim payment application to EC of

the given accounting year the amounts of the left side and right side of the table will be the same and in any further Interim payment applications of the same accounting year they will accumulate in the right side of the table. The programmes should transfer to SFC the cumulative amounts.

Interim Payment Application To E C

Included Ca Confirmations 31 (ERDF), 37 (ERDF)
 Number According To S F C _____ Date Of Submission To S F C _____ Notes _____ Accounting Year 01.07.2019 - 30.06.2020

Priority	Calculation Basis	Total Amount Of Eligible Expenditure Incurred By Beneficiaries And Paid In Implementing Operations	Total Amount Of Private Contribution Incurred In Implementing Operations	Total Amount Of Public Expenditure Incurred In Implementing Operations	Total Cumulative Amount Of Eligible Expenditure Incurred By Beneficiaries And Paid In Implementing Operations	Total Cumulative Amount Of Private Contribution Incurred In Implementing Operations	Total Cumulative Amount Of Public Expenditure Incurred In Implementing Operations	Show Details
ERDF								
ITP Priority 1	total eligible expenditure	€ 24 598.77	€ 0.00	€ 24 598.77	€ 25 105.97	€ 33.89	€ 25 072.08	
ITP Priority 2	total eligible expenditure	€ 281.07	€ 140.54	€ 140.53	€ 281.07	€ 140.54	€ 140.53	
ITP TA Priority	total eligible expenditure	€ 0.00	€ 0.00	€ 0.00	€ 128.79	€ 20.88	€ 107.91	
Grand Total		€ 24 879.84	€ 140.54	€ 24 739.30	€ 25 515.83	€ 195.31	€ 25 320.52	

Show cumulative values

Real Costs		Flat Rates		Lump Sum		Standard Scales Of Unit Costs	
Total Eligible Claimed	Total Public Expenditure	Total Eligible Claimed	Total Public Expenditure	Total Eligible Claimed	Total Public Expenditure	Total Eligible Claimed	Total Public Expenditure
€ 205.69	€ 103.34	€ 4 674.15	€ 4 636.95	€ 19 999.00	€ 19 999.00	€ 0.00	€ 0.00

Upload

Filename	Filetype	Date	User	Comment	Actions
No records found					

Export Save Remove

For information purposes the system shows all payment applications to EC also broken down per type of cost (real cost/flat rates/lump sums/standard scales of unit cost). The data is taken from partner reports. In case programmes do not allow for some of the types of costs or none of the projects is using simplified cost options, the corresponding columns in the tables will remain 0 EUR. The breakdown per type of cost is by default shown for one Interim payment application to EC, if you wish to see cumulative amounts (from all Interim payment applications to EC from one accounting year), please click on ‘Show cumulative amounts’ above the table.

The Total amount of ‘Total Amount Of Eligible Expenditure Incurred By Beneficiaries And Paid In Implementing Operations’ is calculated as a sum of total eligible expenditure of all the CA Confirmations included in the Interim payment application to EC +/- total of all the financial corrections included.

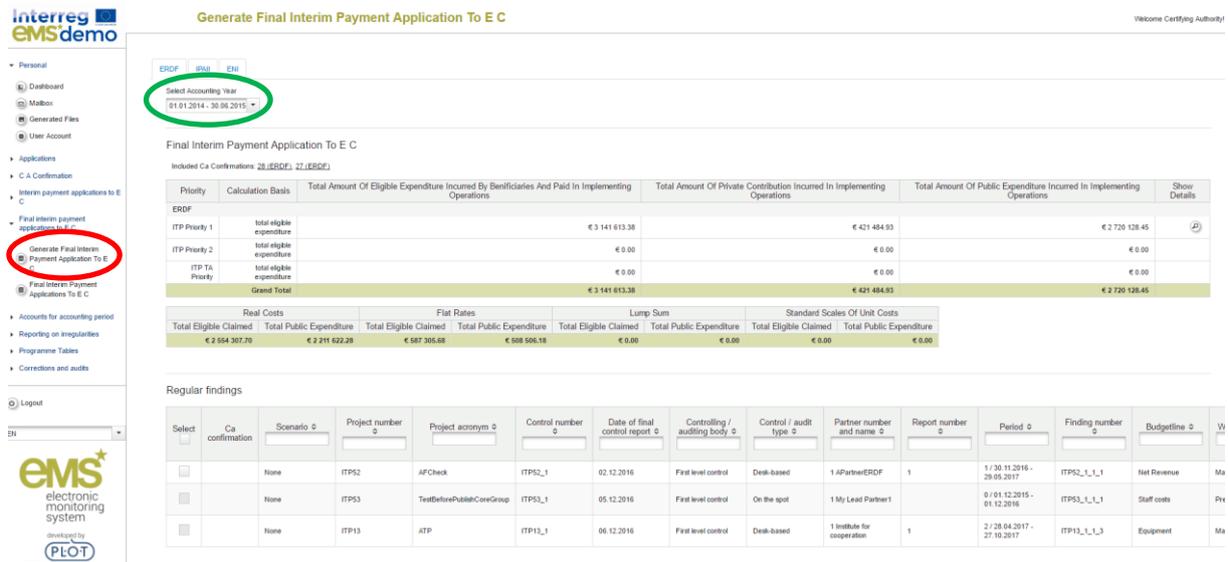
The ‘Total Amount Of Private Contribution Incurred In Implementing Operations’ is a calculated amount to ease calculation of Total public expenditure. This figures should not be transferred to SFC. The system calculates the private expenditure as a sum of all private contributions. The information on how which part of the contribution is public and which one is private comes from partner report and the final amount (after cuts of all the authorities) is calculated using a ratio private contribution/total contribution from the partner report and it is calculated for each partner report separately (=ROUNDDOWN(total contribution*ratio, 2) and then summed up for the Interim payment application to EC.

The ‘Total Amount Of Public Expenditure Incurred In Implementing Operations’ is calculated as a difference between ‘Total Amount Of Eligible Expenditure Incurred By Beneficiaries And Paid In Implementing Operations’ and ‘Total Amount Of Private Contribution Incurred In Implementing Operations’.

In case a mistake was made, the CA can remove the Interim payment application to EC by clicking the ‘Remove’ button. The Interim payment application to EC can be removed as long as no Final interim payment application to EC is generated for the given accounting year. Removing always reverts the action by one step and therefore, removed payment applications will become drafts again.

Generate Final Interim payment application to EC

At the end of accounting year programmes must submit to SFC Final Interim payment application to EC. It should not contain any additional expenditure but can include some additional findings. The system supports generation of the final interim payment application.



The screenshot displays the 'Generate Final Interim Payment Application To E C' interface. A sidebar on the left contains navigation options, with 'Generate Final Interim Payment Application To E C' highlighted. The main content area features a 'Select Accounting Year' dropdown menu set to '01.01.2014 - 30.06.2015'. Below this, a table titled 'Final Interim Payment Application To E C' is shown, including a sub-table for 'Included Ca Confirmations' and a summary table for 'Real Costs', 'Flat Rates', and 'Lump Sum'. A second table, 'Regular findings', lists various findings with columns for selection, CA confirmation, scenario, project details, control numbers, dates, and finding details.

Priority	Calculation Basis	Total Amount Of Eligible Expenditure Incurred By Beneficiaries And Paid In Implementing Operations	Total Amount Of Private Contribution Incurred In Implementing Operations	Total Amount Of Public Expenditure Incurred In Implementing Operations	Show Details
ERDF					
ITP Priority 1	total eligible expenditure	€ 3 141 613.38	€ 421 484.93	€ 2 720 128.45	
ITP Priority 2	total eligible expenditure	€ 0.00	€ 0.00	€ 0.00	
ITP TIL Priority	total eligible expenditure	€ 0.00	€ 0.00	€ 0.00	
Grand Total		€ 3 141 613.38	€ 421 484.93	€ 2 720 128.45	

Real Costs		Flat Rates		Lump Sum		Standard Scales Of Unit Costs	
Total Eligible Claimed	Total Public Expenditure	Total Eligible Claimed	Total Public Expenditure	Total Eligible Claimed	Total Public Expenditure	Total Eligible Claimed	Total Public Expenditure
€ 2 554 307.70	€ 2 211 622.28	€ 587 305.68	€ 588 506.18	€ 0.00	€ 0.00	€ 0.00	€ 0.00

Select	Ca confirmation	Scenario	Project number	Project acronym	Control number	Date of final control report	Controlling / auditing body	Control / audit type	Partner number and name	Report number	Period	Finding number	Budgetline	W
<input type="checkbox"/>		None	ITP52	AFCheck	ITP52_1	02.12.2016	First level control	Desk-based	1-PartnerERDF	1	1/30.11.2016 - 29.05.2017	ITP52_L_1	Net Revenue	Ma
<input type="checkbox"/>		None	ITP53	TestBeforePublicCoreGroup	ITP53_1	05.12.2016	First level control	On the spot	1-My Lead Partner1		0/01.12.2015 - 01.12.2016	ITP53_L_1	Staff costs	Pr
<input type="checkbox"/>		None	ITP13	ATP	ITP13_1	06.12.2016	First level control	Desk-based	1-Institute for cooperation	1	2/28.04.2017 - 27.10.2017	ITP13_L_3	Equipment	Ma

Figure 212 Generating Final interim payment application to EC

You need to select the accounting year for which one you wish to generate the Final interim payment application to EC (only accounting years for which no final interim payment application to EC were ever generated are available on the list), the system sums up all the Interim payment applications to EC from the given year and gives a possibility to add some of the findings. Findings are presented in two tables, the regular findings and the ones that should be manually added to the final interim payment application to EC according to the selected Scenario.

For accounting years where no interim payment application to EC was generated, it is possible to generate ‘Zero’ final interim payment application to EC, i.e. application not including any expenditure. It is still possible to include findings in such an application.

ERDF IPAIL ENI

Select Accounting Year
01.07.2021 - 30.06.2022

Final Interim Payment Application To E C

There are no interim payment applications to Ec for the given fund and accounting year

Regular findings

Select	Ca confirmation	Scenario	Project number	Project acronym	Control number	Date of final control report	Controlling / auditing body	Control / audit type	Partner number and name	Report number	Period	Finding number
<input type="checkbox"/>		None	ITP52	AFCheck	ITP52_1	02.12.2016	First level control	Desk-based	1 APartnerERDF	1	1 / 30.11.2016 - 29.05.2017	ITP52_1_L_1
<input type="checkbox"/>		None	ITP53	TestBeforePublishCoreGroup	ITP53_1	05.12.2016	First level control	On the spot	1 My Lead Partner1		0 / 01.12.2015 - 01.12.2016	ITP53_1_L_1
<input type="checkbox"/>		None	ITP13	ATP	ITP13_1	06.12.2016	First level control	Desk-based	1 Institute for cooperation	1	2 / 28.04.2017 - 27.10.2017	ITP13_1_L_3

Scenario findings

Select	Ca confirmation	Scenario	Project number	Project acronym	Control number	Date of final control report	Controlling / auditing body	Control / audit type	Partner number and name	Report number	Period	Finding number	Budg
<input type="checkbox"/>	35	1	ITP13	ATP	ITP13_1	06.12.2016	First level control	Desk-based	1 Institute for cooperation	1	3 / 28.10.2017 - 27.04.2018	ITP13_1_L_1	External ser

Figure 213 Generating 'zero' final interim payment application to EC

Final Interim payment application to EC

Overview of all Final interim payment applications to EC can be found under 'Final interim payment applications to EC' menu item. The applications are presented per accounting year and fund. By default the current accounting year is pre-selected.

SAVE

- Personal
 - Dashboard
 - Mailbox
 - Generated Files
 - User Account
- Applications
 - CA Confirmation
 - Interim payment applications to EC
 - Final interim payment applications to EC
 - Generate Final Interim Payment Application To EC
 - Final Interim Payment Applications To EC**

Select All

01.01.2014 - 30.06.2015
 01.07.2015 - 30.06.2016
 01.07.2016 - 30.06.2017
 01.07.2017 - 30.06.2018
 01.07.2018 - 30.06.2019
 01.07.2019 - 30.06.2020
 01.07.2020 - 30.06.2021
 01.07.2021 - 30.06.2022
 01.07.2022 - 30.06.2023

ERDF IPAIL ENI

Final Interim Payment Application To E C

Accounting Year: 01.07.2016 - 30.06.2017
Included Ca Confirmations: 30 (ERDF)
Number According To S F C: 1125/256
Date Of Submission To S F C: 05.12.2016
Notes: Lorem ipsum d varius lorem, at augue, sceleris

Priority	Calculation Basis	Total Amount Of Eligible Expenditure Incurred By Beneficiaries Operations
ERDF		
ITP Priority 1	total eligible expenditure	
ITP Priority 2	total eligible expenditure	
ITP TA	total eligible	

Figure 214 Final interim payment applications to EC

CA should transfer the Final interim payment application to EC data manually to the SFC system of the European Commission. The number and date of submission should be recorded in the eMS.

Generate draft accounts for accounting period

In the eMS the generation of accounts for the accounting period is subdivided into two steps namely:

- Generation of draft account for the accounting period
- Selection of final account for the accounting period

The accounts are calculated one to one from the Final interim payment to EC.

Please note that at this point in the workflow, it is also possible to add **additional financial corrections**, which might be necessary prior to closing the account for the accounting year. For this reason, the eMS shows a list of all financial corrections that were not previously included in any CA Confirmation and Interim/Final interim payment application to EC. These financial corrections are shown in a separate table. Similar to the ‘Generate CA certificate’ interface, only corrections which are closed can be selected from the list. Once you select any finding to be added to the accounts, the system will automatically generate a CA Confirmation with these findings.

The findings following Scenarios, which should be added to the accounts are listed in a separate table and should be manually added.

The screenshot shows the 'Generate Draft Account For Accounting Period' interface. The 'Accounting Year' is set to '01.07.2016 - 30.06.2017'. The 'Draft Account For The Accounting Period' table is as follows:

Priority	Total Amount Of Eligible Expenditure Entered Into The Accounting Systems Of The Certifying Authority And Which Has Been Included In The Payment Applications Submitted To The Commission	Total Amount Of The Corresponding Private Contribution Incurred In Implementing Operations	Total Amount Of The Corresponding Public Expenditure Incurred In Implementing Operations	Total Amount Of ERDF Paid To Beneficiaries In Implementing Operations	Total national contribution paid to Beneficiaries in implementing operations	Total Amount Of Corresponding Payments Made To Beneficiaries Under Article 132(1) Of Regulation(E U) No 1303/2013(A)	Show Details
ERDF							
ITP Priority 1	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	
ITP Priority 2	€ 496.49	€ 0.00	€ 496.49	€ 306.74	€ 0.00	€ 306.74	
ITP 1A Priority	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	
Grand Total	€ 496.49	€ 0.00	€ 496.49	€ 306.74	€ 0.00	€ 306.74	

The 'Regular findings' table is as follows:

Select	Ca confirmation	Scenario	Project number	Project acronym	Control number	Date of final control report	Controlling / auditing body	Control / audit type	Partner number and name	Report number	Period	Finding number	Budgetline
<input type="checkbox"/>		None	ITP52	AFCheck	ITP52_1	02.12.2016	First level control	Desk-based	1 APartnerERDF	1	1 / 30.11.2016 - 29.05.2017	ITP52_L_1_1	Net Revenue
<input type="checkbox"/>		None	ITP53	TestBeforePublil/Con/Group	ITP53_1	05.12.2016	First level control	On the spot	1 My Lead Partner 1		0 / 01.12.2015 - 01.12.2016	ITP53_L_1_1	Staff costs
<input type="checkbox"/>		None	ITP13	ATP	ITP13_1	06.12.2016	First level control	Desk-based	1 Institute for cooperation	1	2 / 28.04.2017 - 27.10.2017	ITP13_L_1_3	Equipment

It is possible to create multiple drafts including the same or different findings. The findings available for draft generation as long as they are not included in a final account for the accounting period.

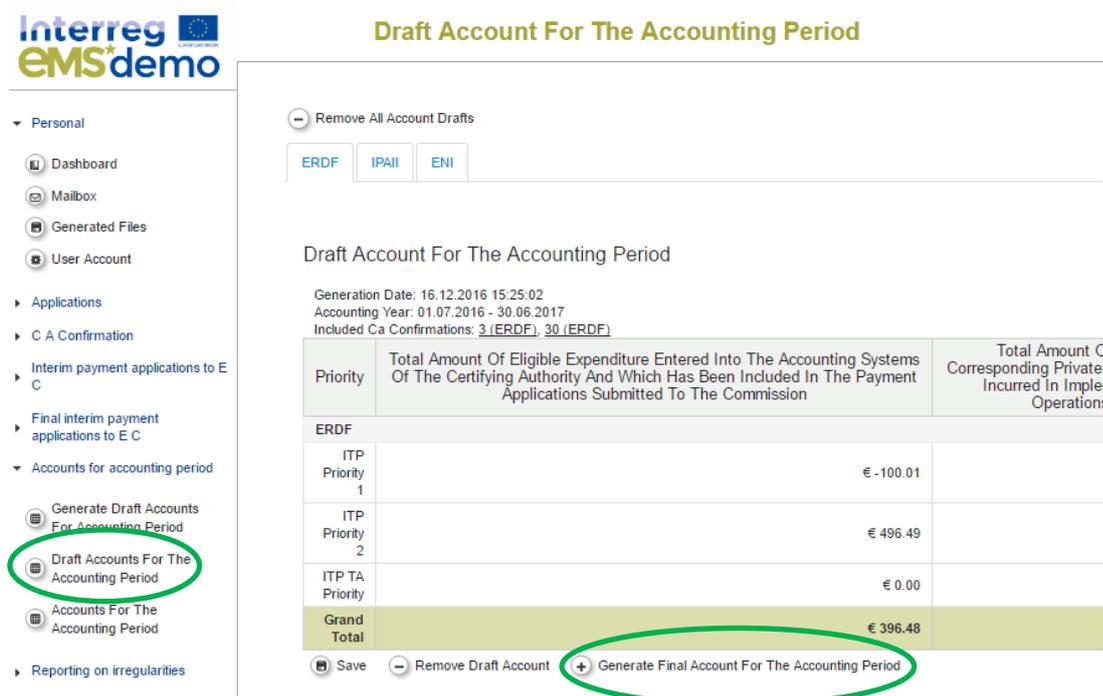
Amount Of Paid To Beneficiaries In Implementing Operations	Total national contribution paid to Beneficiaries in implementing operations	Total Amount Of Corresponding Payments Made To Beneficiaries Under Article 132(1) Of Regulation (EU) No 1303/2013(A)
€ 0.00	<input type="text" value="€ 0.00"/>	€ 0.00
€ 306.74	<input type="text" value="€ 0.00"/>	€ 0.00
€ 0.00	<input type="text" value="€ 0.00"/>	€ 0.00
€ 306.74	€ 0.00	€ 0.00

Figure 215 Total national contribution paid to Beneficiaries in implementing operations

As the system does not trace payment of national contribution, this data must be manually introduced to the system in order to calculate the ‘Total Amount Of Corresponding Payments Made To Beneficiaries Under Article 132(1) Of Regulation (EU) No 1303/2013(A)’. It can be introduced at this stage or later to the final accounts as well.

Draft accounts of the accounting period

In the ‘Draft accounts for the accounting period’ menu item a list of draft accounts is shown. There could be several drafts including different financial corrections. CA selects the draft which should become the final and approves it by clicking ‘Generate Final Account for the Accounting Period’.



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Draft Account For The Accounting Period

Remove All Account Drafts

ERDF IPAI ENI

Draft Account For The Accounting Period

Generation Date: 16.12.2016 15:25:02
 Accounting Year: 01.07.2016 - 30.06.2017
 Included Ca Confirmations: 3 (ERDF), 30 (ERDF)

Priority	Total Amount Of Eligible Expenditure Entered Into The Accounting Systems Of The Certifying Authority And Which Has Been Included In The Payment Applications Submitted To The Commission	Total Amount C Corresponding Private Incurred In Imple Operation:
ERDF		
ITP Priority 1	€ -100.01	
ITP Priority 2	€ 496.49	
ITP TA Priority	€ 0.00	
Grand Total	€ 396.48	

Save Remove Draft Account **Generate Final Account For The Accounting Period**

Figure 216 Draft accounts for the accounting year

Once one draft is accepted for the given accounting year it is no longer possible to generate or accept another draft for the same year.

After accepting one or more of the drafts, it is recommended to remove all other drafts by clicking on 'Remove all accounts drafts'.

Accounts for the accounting period

Under the 'Accounts for the accounting period' menu item, list of all accounts generated so far is listed per fund and per accounting year. As there is no direct link to SFC system of the European Commission, the accounts need to be manually transferred to the SFC. Information from SFC2014 on the date of submission of the accounts should be recorded in the eMS manually.



Accounts For The Accounting Period

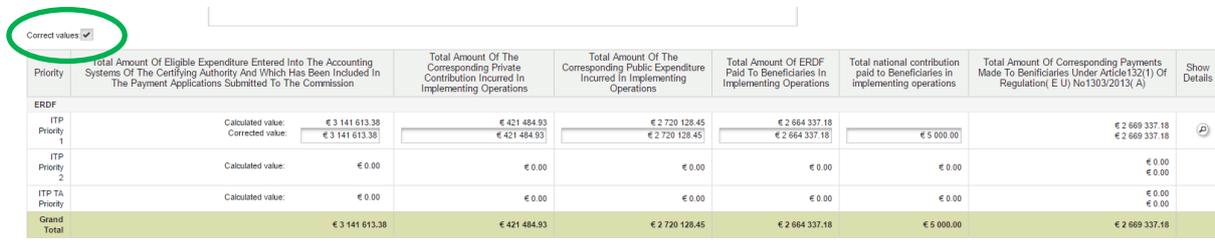
Accounting Date: 19.12.2016 09:31:52
 Accounting Year: 01.07.2016 - 30.06.2017
 Accounting Period: 01.07.2016 - 30.06.2017
 Date Of Submission To S F C: []

Priority	Total Amount Of Eligible Expenditure Entered Into The Accounting Systems Of The Certifying Authority And Which Has Been Included In The Payment Applications Submitted To The Commission	Total Amount Of The Corresponding Private Contribution Incurred In Implementing Operations	Total Amount Of The Corresponding Public Expenditure Incurred In Implementing Operations	Total Amount Of ERDF Paid To Beneficiaries In Implementing Operations	Total national contribution paid to Beneficiaries in implementing operations	Total Amount Of Corresponding Payments Made To Beneficiaries Under Article 132(1) Of Regulation (E U) No 1303/2013(A)	Show Details
ERDF							
ITP Priority 1	Calculated value: € -100.01 Corrected value: []	€ 0.00	€ -100.01	€ 0.00	€ 0.00	€ 0.00	
ITP Priority 2	Calculated value: € 496.49	€ 0.00	€ 496.49	€ 306.74	€ 0.00	€ 306.74	
ITP TA Priority	Calculated value: € 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	
Grand Total	€ 396.48	€ 0.00	€ 396.48	€ 306.74	€ 0.00	€ 306.74	

Figure 217 Accounts for the accounting period

The accounts are calculated automatically by the system from the final interim payment application of the given year +/- any financial corrections included. The total national contribution must be introduced manually and it is added to the total ERDF paid to give the ‘Total amount of corresponding payments made to beneficiaries’.

It is possible to correct the amounts calculated by the system and submit different values to the Commission (e.g. in case of doubts to legality of some expenses). In order to do this, please check the box ‘Correct values’ at the top of the table.



Correct values

Priority	Total Amount Of Eligible Expenditure Entered Into The Accounting Systems Of The Certifying Authority And Which Has Been Included In The Payment Applications Submitted To The Commission	Total Amount Of The Corresponding Private Contribution Incurred In Implementing Operations	Total Amount Of The Corresponding Public Expenditure Incurred In Implementing Operations	Total Amount Of ERDF Paid To Beneficiaries In Implementing Operations	Total national contribution paid to Beneficiaries in implementing operations	Total Amount Of Corresponding Payments Made To Beneficiaries Under Article 132(1) Of Regulation (E U) No 1303/2013(A)	Show Details
ERDF							
ITP Priority 1	Calculated value: € 3 141 613.38 Corrected value: € 3 141 613.38	€ 421 484.93	€ 2 720 128.45	€ 2 664 337.18	€ 5 000.00	€ 2 669 337.18	
ITP Priority 2	Calculated value: € 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	
ITP TA Priority	Calculated value: € 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	
Grand Total	€ 3 141 613.38	€ 421 484.93	€ 2 720 128.45	€ 2 664 337.18	€ 5 000.00	€ 2 669 337.18	

Figure 218 Accounts for the accounting period - correcting calculated amounts

The second row will appear with editable amounts (by default matching the calculated values). You will need to calculate all the columns and correct all the values manually. The system will treat the corrected values as final once saved. The calculated values will always be shown. It is possible to reset the amounts back to calculated ones by unchecking the ‘correct values’ checkbox. Please note that all the manual inputs will be lost if you uncheck the ‘correct values’ field.

Priority	Total eligible expenditure included in payment application submitted to the commission		Expenditure declared in accordance with Article 137(1)(a) of Regulation (E U) No 1303/2013		Difference		Comments (obligatory in case of difference)
	Total amount of eligible expenditure incurred by beneficiaries and paid in implementing operations	Total amount of public expenditure incurred in implementing operations	Total amount of eligible expenditure entered into the accounting system of Certifying Authority and which has been included in the payment applications submitted to the Commission	Total amount of the corresponding public expenditure incurred in implementing operations	(E=A-C)	(F=B-D)	
	(A)	(B)	(C)	(D)	(E)	(F)	
ITP Priority 1	€ 3 141 613.38	€ 2 720 128.45	€ 3 000 000.00	€ 2 000 000.00	€ 141 613.38	€ 720 128.45	
ITP Priority 2	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	
ITP TA Priority	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	
Grand total	€ 3 141 613.38	€ 2 720 128.45	€ 3 000 000.00	€ 2 000 000.00	€ 141 613.38	€ 720 128.45	
Out of which amounts corrected in the current accounts as a result of audits of operations according to Article 127(1) of Regulation (E U) No 1303/2013					€ 0.00	€ 0.00	

Figure 219 Accounts for Accounting period, consolidation with final interim payment application to EC

The values are compared to the values from the final interim application for payment in the second table of the accounts. Columns A and B come from the final interim application for payment to EC and columns C and D from the accounts (IF checkbox ‘correct values’ is checked the manual input is treated as final values). Columns E and F and a difference between final interim payment application to EC and accounts for accounting period. Any difference should be justified in column G.

Grand total € 496.49 € 496.49

Out of which amounts corrected in the current accounts as a result of audits of operations accordi

Upload

Filename Filetype Date

No records found

Export xls Export pdf Remove Account **Submit**

Figure 220 Accounts for accounting period - submission of accounts

The accounts should be saved and submitted. Submission of accounts creates a version, if account is open and resubmitted a new version will be generated. Old versions are stored as pdfs and accessible from the user interface.

Upload

Filename Filetype

No records found

Export xls Export pdf Remove Account **Reopen**

Figure 221 Accounts for Accounting period - reopening accounts

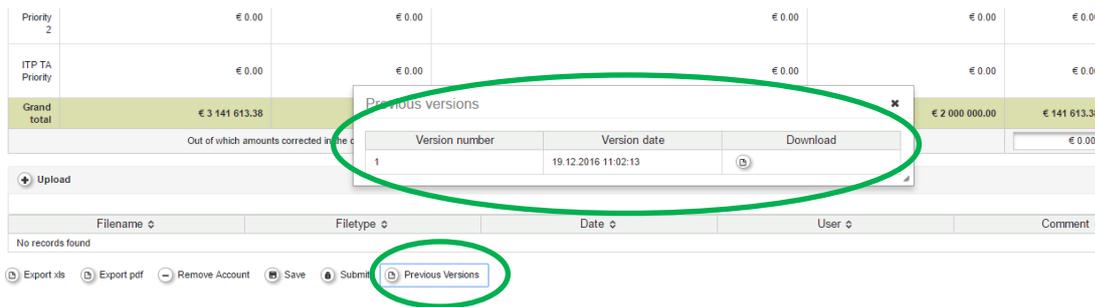


Figure 222 Accounts for accounting period - previous versions of accounts

In case a mistake was made, the CA can remove existing accounts for the accounting period by clicking the ‘Remove account’ button. Destroying always reverts the action by one step, therefore removed accounts will become drafts again. Please note - removing accounts removes ALL versions of the accounts.

Payments from EC

Under the ‘Payments from EC’ menu item, information on payments received from the European Commission should be recorded. The system is not linked to a programme banking system so the transfers are executed outside of the eMS. The CA should just record information about received funds.

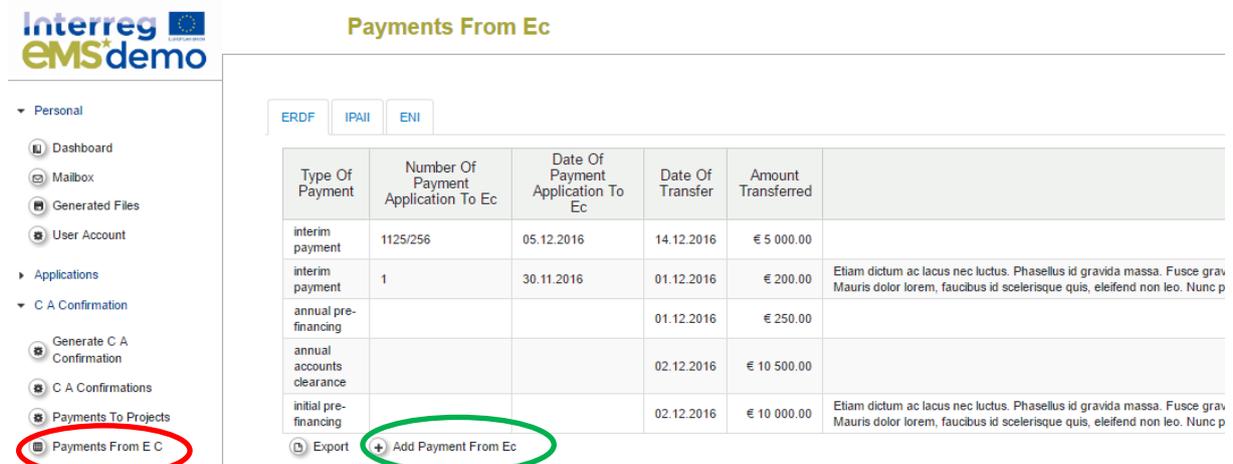
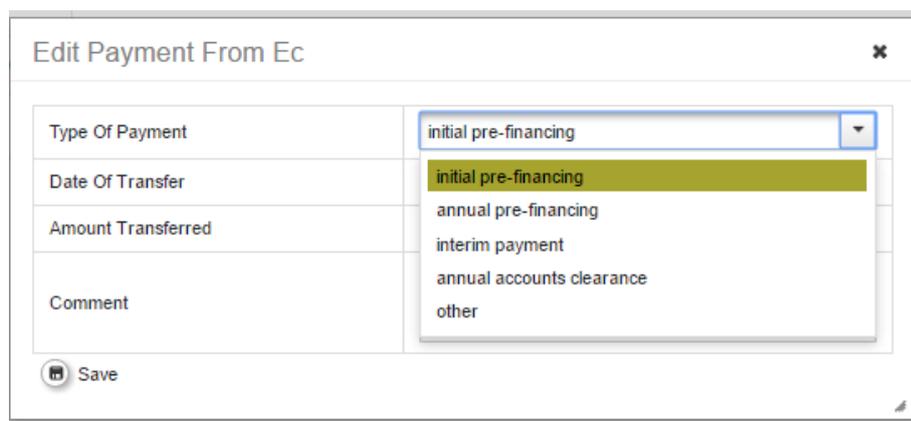


Figure 223 Payments from EC - Interface to enter received payments

The payments from EC are stored separately for each of the funds (accessible through tabs on the top of the page). Once a payment from the EC is received a CA should click on ‘Add payment from EC’ button and introduce information about the payment.

There are several types of payments from European Commission and based on the type selected more or less information can be introduced into the table.

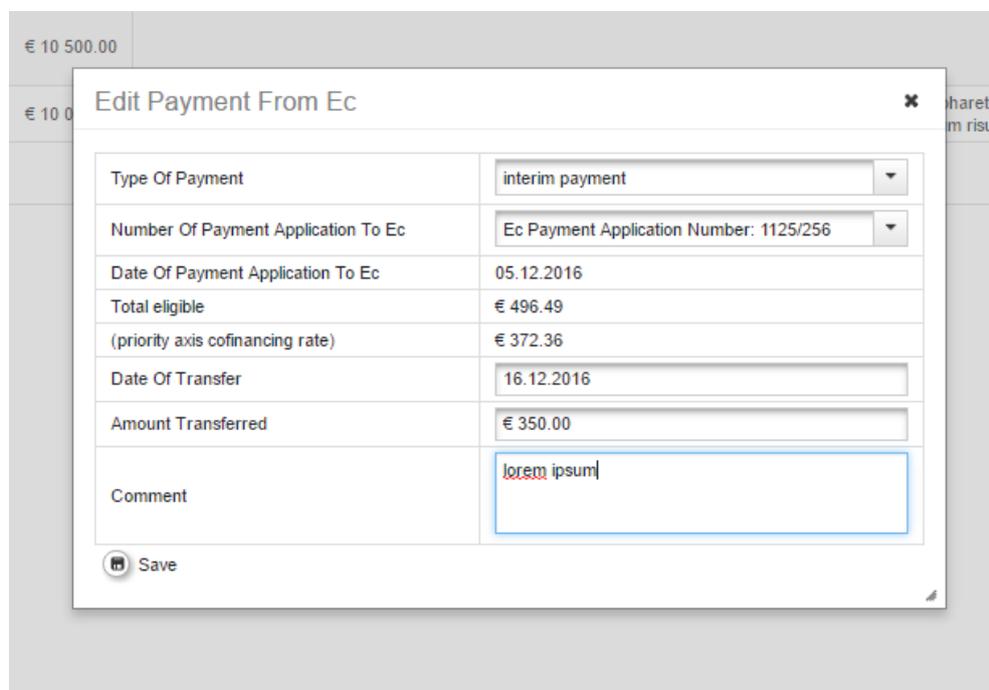


Edit Payment From Ec	
Type Of Payment	initial pre-financing
Date Of Transfer	initial pre-financing
Amount Transferred	annual pre-financing
Comment	interim payment
	annual accounts clearance
	other

Save

Figure 224 Payments from EC - Types of payments can be specified in a drop-down

If a type ‘interim payment’ is selected, additional fields appear in the form and you should select which Interim payment application to EC you are referring to. The system will automatically show the date of submission of the payment application to the SFC and reported amount. Please note that the amount actually received from the Commission will usually differ from the reported one, as the balance is calculated based into account certain factors. The requested amount and related fund amount (based on priority axes co-financing rates) are displayed for information purposes only.



Edit Payment From Ec	
Type Of Payment	interim payment
Number Of Payment Application To Ec	Ec Payment Application Number: 1125/256
Date Of Payment Application To Ec	05.12.2016
Total eligible	€ 496.49
(priority axis cofinancing rate)	€ 372.36
Date Of Transfer	16.12.2016
Amount Transferred	€ 350.00
Comment	lorem ipsum

Save

Figure 225 Payments from EC, Interim payment application

Both positive and negative transfers can be recorded. The overview table can be exported to Excel.

Accounting year overview reporting on withdrawals, recoveries, recoveries according to art. 71, amounts to be recovered and irrecoverable amounts.

The eMS supports reporting on withdrawals, recoveries, recoveries according to art. 71, amounts to be recovered and irrecoverable amounts. The process of reporting is described in details in ‘Financial corrections’ chapter.

List of all financial corrections

Two programme level overview tables are available - one listing all controls ever introduced in the eMS and the other one listing all findings. Both are available under ‘Corrections and audits’ menu and are privilege-based.

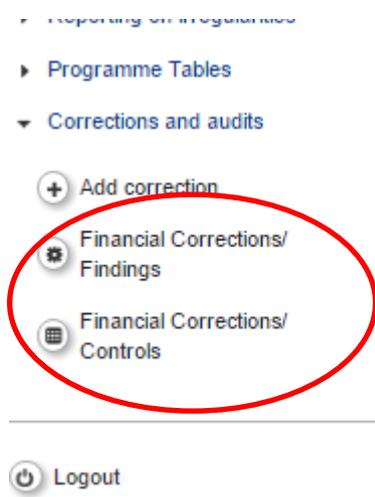


Figure 226 - Financial corrections programme level overview tables

Financial corrections/Findings is available for users with privilege R_GLOBAL_FINDINGS

Financial corrections/Controls is available for users with privilege PROJECTFINANCE_CA

Corrections and Audits

The corrections and audits module allows corrections to already submitted, processed or paid project reports. It is meant for correction of invoices/reports OUTSIDE of the normal reporting workflow.

The corrections and audits module can be used to:

- Store data on different controls and audits with or without financial impact
- Store data on individual findings
- Manage reporting on irregularities

Typically the JS will introduce information on controls and findings into the eMS using this module. (Financial) corrections also can be associated - for example - with Audit Authority audits or Commission audits.

For each control/audit one or many ‘findings’ can be introduced into the system. The total value to be corrected results from the total sum of all findings.

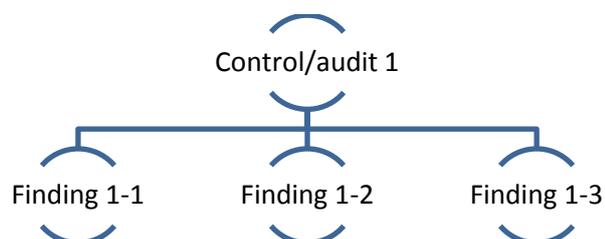


Figure 227 Each control/audit is given a sequential number and can be associated with ‘findings’

Needed user rights / privileges

A user who wants to work with (financial) corrections currently must have the ‘JTS’, ‘MA’ or ‘CA’ user privilege. JTS and MA privileges give access to some of the fields of the findings form. Full access is reserved to users with CA or MG_financialcorrections user privileges.

It is possible to introduce (financial) corrections to a project, which was already finalized. In order to do this, a programme authority (MA, JS or CA) needs to have the user privilege FINAL_CORRECTIONS allocated.

Introducing a (financial) correction

Any user having one of the above mentioned user privileges can add a control to any project which is in the status ‘contracted’ or any later status. ‘Finalized’ projects can

also be corrected (i.e. (financial) corrections are possible also after the project is closed) but the user needs additional privilege to do this (see above).

(Financial) corrections are accessible from a separate menu item ‘Add Correction’ under left side menu item ‘Corrections and audits’ or from inside the project view, via the overview of project reports. In the left side menu click on a button ‘Add correction’.

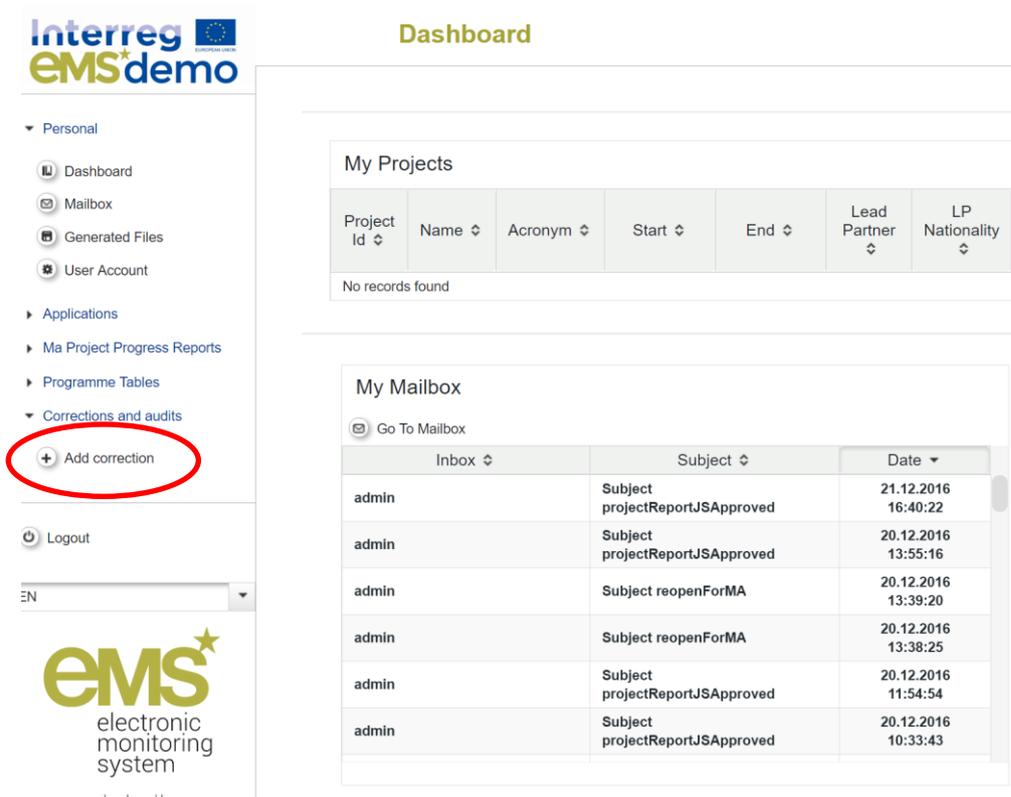


Figure 228 Accessing the corrections and audits module from general user view

In case (financial) correction is added from the general view, the user needs to first select a project in question and later proceed the same way as described below. Access to this menu item is reserved to users having JTS, MA, CA or MG_Financialcorrections user privilege.

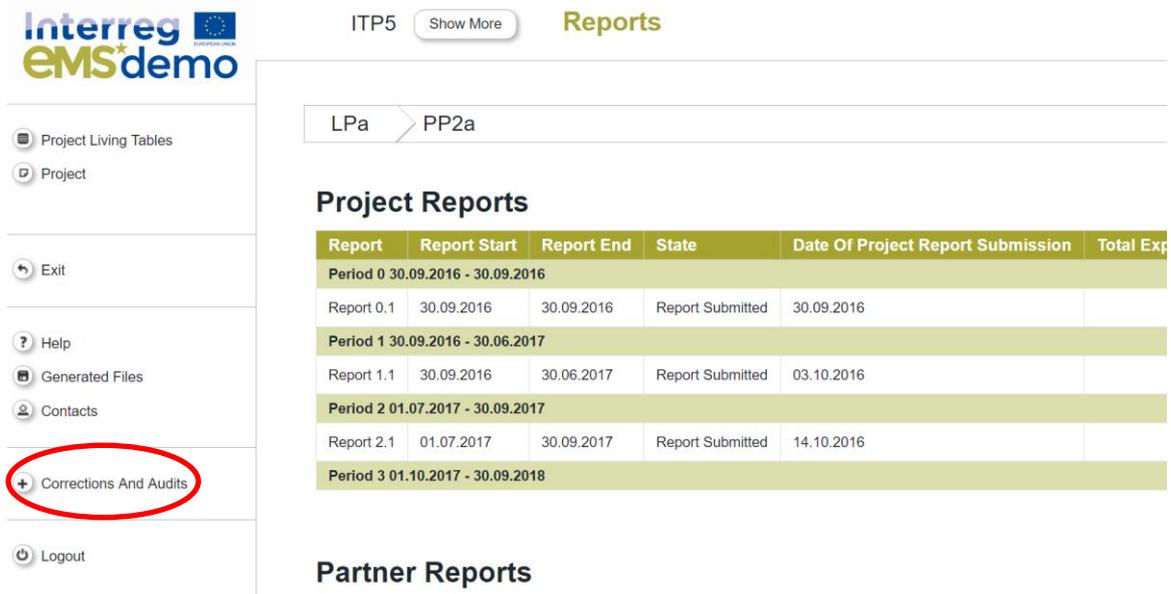


Figure 229 Accessing the corrections and audits module from reporting overview

After accessing the module, an overview table of all controls previously introduced in the eMS for this particular project is displayed. In order to add a new control, click the 'Add' button.

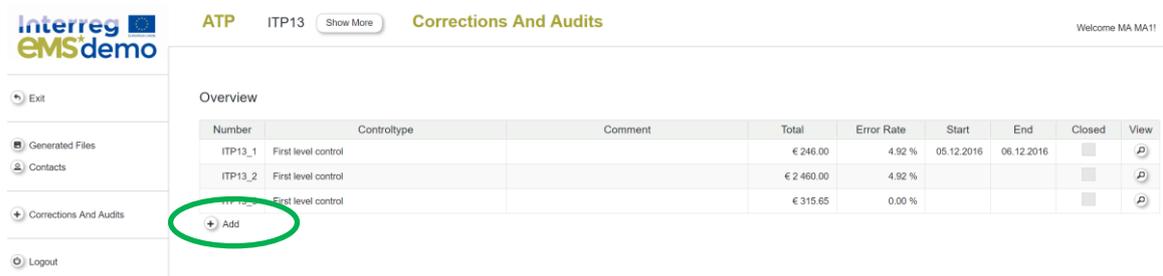


Figure 230 Corrections and audits overview for selected project - adding a new control

Information about the control/audit: Introduce general information on the control/audit itself such as the control/audit body, the control/audit type, the time period of the control/audit, total amount controlled/audited. The system gives each control/audit a unique number which consists of the project ID and the sequential number of the control/audit.

ATP ITP13 [Show More](#) **Corrections And Audits** Welcome MA MA11

Control Saved ✕

Control: ITP13_4

Controlling/ Auditing Body	Control/ Audit Type	Control/ Audit Duration	Date Of Final Report	Control confirmed by Ca
First level control	Desk-based	From To		<input type="checkbox"/>
Total Amount Controlled/ Audited	Total Ineligible Expenditure	Error Rate		Comment
0.00	€ 0.00	0.00 %		<input type="text"/>

[Delete](#)

Findings

Add Findings

Save

[Attachments](#) 2000 Characters Remaining

Figure 231 Saving the control/audit

Please note that the 'Control confirmed by CA' tick box can be activated only by CA users and remains inactive for JS and MA users. The fields 'Total ineligible expenditure' and 'Error rate' are calculated automatically based on information given about the control/audit and 'findings'.

It is possible to upload attachments (e.g. control reports or letters sent to beneficiary). In order to upload a file, you need to save the control first by pressing the 'Save' button.

Once the control is saved an upload function is activated and can be accessed through the 'Attachments' hyperlink.

Clicking on the 'Attachments' button will activate the upload form. You may upload multiple documents and see all the files uploaded before.

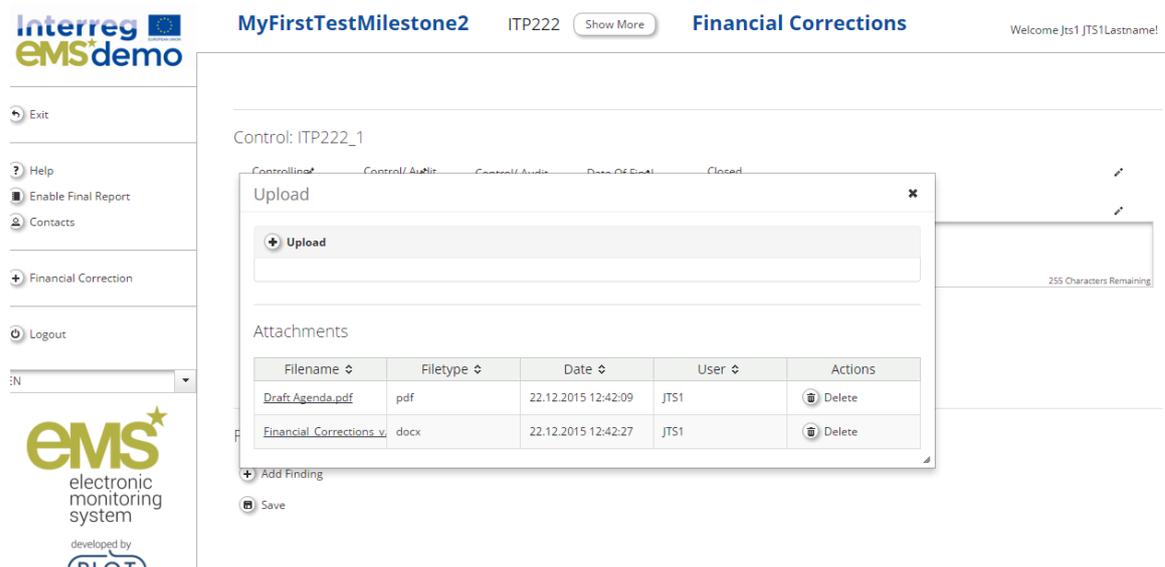


Figure 232 Financial Corrections Interface - Uploading files

Attention

Attachments are only visible and accessible in the dialogue box 'Attachments'. It is not possible to see if there are any attachments for the control without clicking on 'Attachments' button.

Adding findings

Each control/audit can contain one or several finding(s). It is possible to add multiple findings to one control and the system will sum up the total financial impact of a control. One control can include different findings relating to different partners of the same project but one finding can only relate to one partner. Findings are added by clicking the 'Add Finding' button.

Attention

Findings usually have financial impact on the project. If you want to add a finding without financial impact, we recommend to open a new control and do NOT add any findings.

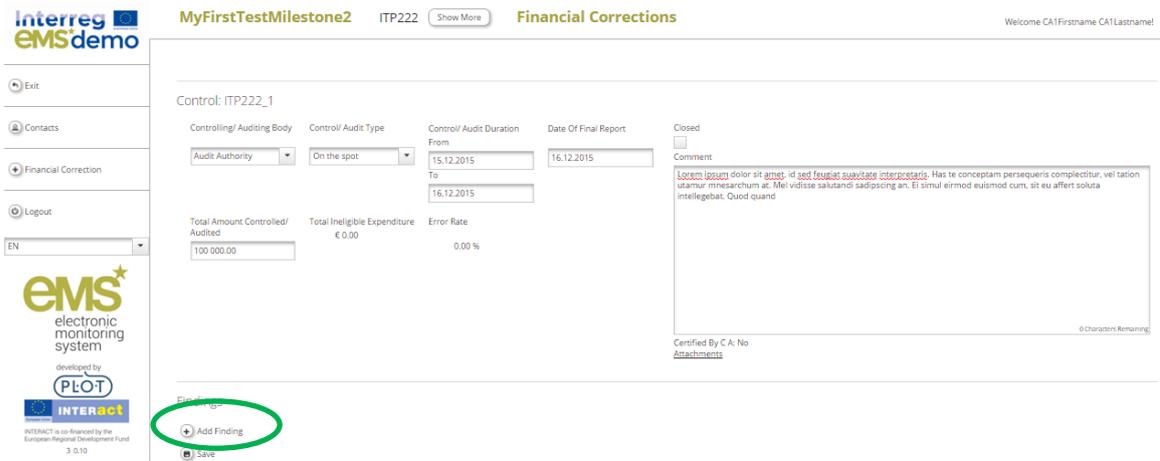


Figure 233 Adding individual findings

The system gives each finding a unique number. The number consists of the project ID, control number, partner number and sequential number of the finding. A finding usually is recorded for a single invoice. Should it not be possible to assign a finding to a single invoice, a finding must at least be associated to the project partner, budget line, work package and period. This information is necessary to make overview tables of the eMS work (e.g. total spending per budget line).

Findings per invoice

If a finding affects one single invoice, please tick the box ‘For Invoice’. The system then proposes a list of all invoices of the project in question. The list can be filtered by the following criteria: Partner, Period, Work package and/or Budget line.

Findings

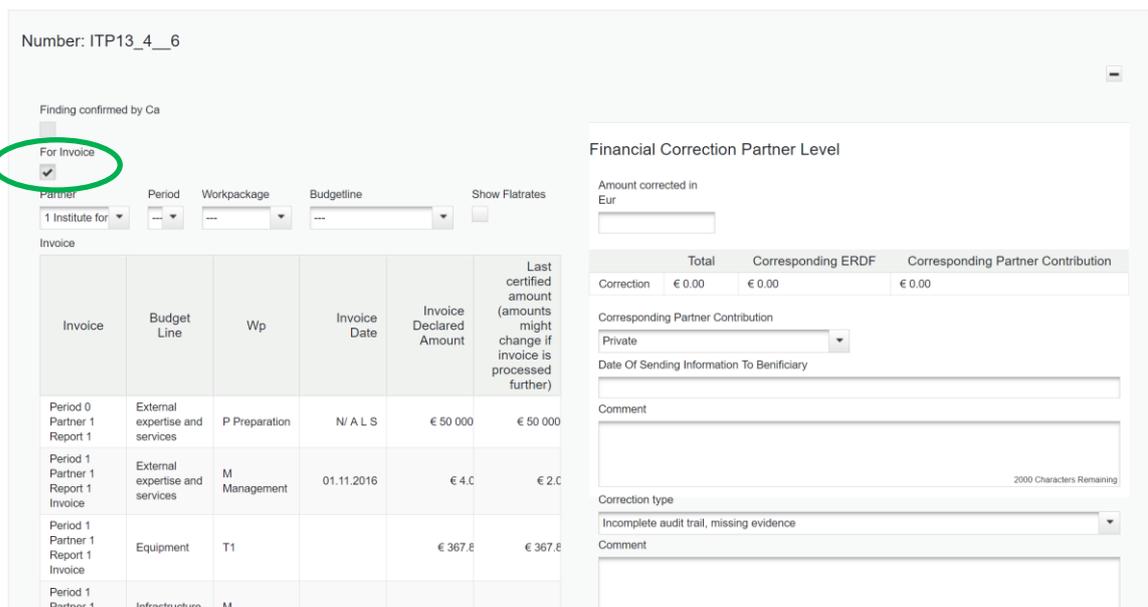


Figure 234 Adding findings per invoice

The list by default does not show the flat rate ‘invoices’ as usually they are not cut on their own. But in case such cut is necessary, it is possible to display and correct them by marking ‘Show flatrates’ checkbox.

Once the invoice in question is marked, the system will record the finding for this particular invoice. The system will know whether the invoice in question was already included in a CA Confirmation, Interim/Final interim payment application to EC and Accounts for the accounting period.

The system also knows whether the invoice in question generated flat rates. If there were flat rates related to the invoice, the system will add them to the corrected amount.

Financial Correction Partner Level

Amount corrected in Eur
(flatrates excluded)

	Total	Corresponding ERDF	Corresponding Partner Contribution
Correction	€ 5 000.00	€ 4 249.00	€ 751.00
Corresponding Flatrates	€ 1 150.00	€ 977.27	€ 172.73
Total Correction	€ 6 150.00	€ 5 226.27	€ 923.73

Corresponding Partner Contribution

Date Of Sending Information To Beneficiary

Comment

2000 Characters Remaining

Correction type

Figure 235 Findings - correcting flat rates together with an invoice

If the invoice was introduced to the eMS in currency other than EUR, it is possible to correct it in the original currency. Once such an invoice is selected, the system will show a check box ‘Edit amount in original currency’. If selected, you need to introduce a cut in original currency and the system will recalculate it into EUR using the same exchange rate as was used when the invoice was initially reported.

Financial Correction Partner Level

Edit amount in original currency
 Amount corrected in original currency:
 Amount corrected in Eur (flatrates excluded):

	Total	Corresponding ERDF	Corresponding Partner Contribution
Correction	€ 645.68	€ 548.69	€ 96.99
Corresponding Flatrates	€ 148.50	€ 126.19	€ 22.31
Total Correction	€ 794.18	€ 674.88	€ 119.30

Corresponding Partner Contribution:

Date Of Sending Information To Beneficiary:

Comment:

Figure 236 Cuts in original currency

Findings not for a single invoice

If no single invoice is affected by a finding, e.g. in case of flat rate cuts; it is possible to introduce a finding for a combination of the following criteria: Partner, Period, Budget line and Work package. In order to do this, please make sure that the 'For Invoice' tick box is not selected. Use the available drop downs to make the right combination of the above mentioned criteria.

Findings

Number: ITP13_4_1_6

Finding confirmed by Ca:

For Invoice

Budgetline:
 Period:

Workpackage:
 Partner:
 Fund:

Comment:

Financial Correction Partner Level

Amount corrected in Eur:

	Total	Corresponding ERDF	Corresponding Partner Contribution
Correction	€ 0.00	€ 0.00	€ 0.00

Corresponding Partner Contribution:

Date Of Sending Information To Beneficiary:

Comment:

Correction type:

Figure 237 Financial Corrections Interface - Adding findings not for a single invoice

In case the finding is not related to a specific invoice, the system does not know if the affected expenditure was already included in a CA Confirmation, Interim/Final interim payment application to EC and Accounts for the accounting period. In order to include

such a finding in the reporting on recoveries and withdrawals CA must manually allocate a CA Confirmation to the finding (for more information see chapter CA functionalities). The system will list all the CA Confirmations where expenditure for the project in question were included.

General information about findings

It is possible to add attachments to findings. In order to do this, please click on the 'Attachment' button and follow the same logic as described above.

Information on each finding needs to be provided on three levels:

- Partner
- Project
- Programme level

It is important to indicate the source of contribution (the system does not take this information from partner report, it must be included manually in the finding form). In case contribution has both public and private source, the user needs to inform the system about the exact amounts of public and private contribution. There is a built in validation, which checks whether introduced amounts sum up to the total contribution corresponding to the finding.

Some of the information is foreseen to be introduced by the JS or MA and other can be filled out by CA only. The JS/MA sees and can modify the partner level and part of the project level information. If according to programme rules any user other than CA should be able to see/modify the entire form, please use the privilege MG_Financialcorrections.

Finding confirmed by Ca

For Invoice

Budgetline Period

Workpackage Partner Fund

Comment 2000 Characters Remaining

Financial Correction Partner Level

Amount corrected in Eur

	Total	Corresponding ERDF	Corresponding Partner Contribution
Correction	€ 0.00	€ 0.00	€ 0.00

Corresponding Partner Contribution

Date Of Sending Information To Beneficiary

Comment 2000 Characters Remaining

Correction type

Comment 2000 Characters Remaining

Financial Correction Project Level

Action

Comment 2000 Characters Remaining

Repayment Deadline Date Of Repayment

Figure 238 JS view on findings

The remainder of the project level information and the entire programme level information of the finding is only visible to users having CA or MG_Financialcorrections privilege. CA users have access to all fields of the financial correction form and can also confirm (i.e. close) the finding/control.

Action
 Repayment by the project

Comment

 2000 Characters Remaining

Repayment Deadline Date Of Repayment

Interest Total Interest ERDF

Interest Partner Contribution Interest Late Repayment ERDF

Interest Late Repayment Partner Contribution Interest Late Repayment Total

Repayment In Installments Court Procedure Opening Date Of Insolvency Closing Date Of Insolvency

Ca Comment

 2000 Characters Remaining

Financial Correction Programme Level

Ca Confirmation Number

Olaf Report Irregularity Amount Below 250 Eur To Be Reported To E C

Figure 239 Findings form - additional fields in findings visible to CA only

CA should check the control and/or relevant findings, fill out missing data and then confirm single finding(s) or entire control. The CA Confirmation (from eMS version 3_2) works with single findings, it is therefore possible to close just one/some of the findings and process them further in the workflow.

ATP ITP13 Show More Corrections And Audits Welcome Certifying Authority!

Control: ITP13_4

Controlling/ Auditing Body: First level control
 Control/ Audit Type: Desk-based
 Control/ Audit Duration: From: , To: ,
 Date Of Final Report: ,
 Control confirmed by Ca: Confirmed

Total Amount Controlled/ Audited: 0.00
 Total Ineligible Expenditure: € 0.00
 Error Rate: 0.00 %

Attachments: 2000 Characters Remaining

Findings

Number: ITP13_4_1_6

Finding confirmed by Ca: Confirmed

For Invoice:
 Budgetline: Staff costs
 Period: 0
 Financial Correction Partner Level: Amount corrected in Eur:

Figure 240 Financial Corrections - Closing controls

Only confirmed findings/controls can be included in the CA Confirmation and later on in the Interim/Final interim payment application to EC and Accounts for the accounting period. For more information, please see the 'CA functionalities' chapter.

By confirming the control, ALL findings related to particular control are automatically confirmed.

Confirmed finding is locked and cannot be modified anymore. Some of the fields remain editable as usually they are filled out later (i.e. data on actual repayment by project partners).

Please note that technically it does not matter which action in the Financial Correction project level section is selected. No matter if the finding is a repayment by the project or adjustment of the next ERDF payment, the eMS will generate a separate payment line in the 'Payments to projects' form.

If you wish to decrease the payment of some report to the project, please include both the finding and the report in one CA Confirmation, record data on both payments and write comments explaining that the actual payment decreased and there was no actual repayment.

Reporting on irregularities

Only findings related to expenditures already claimed from the European Commission (i.e. included in an Interim payment application to EC) can be taken into account for the Accounting year overview reporting on withdrawals, recoveries, recoveries according to art. 71., amounts to be recovered and irrecoverable amounts.

In order to include a finding in the above mentioned reporting, please make sure that the appropriate CA Confirmation is selected (in case of findings for an invoice, the

system will propose the right CA Confirmation and inform whether it was already claimed from the Commission; in case of other findings the CA Confirmation must be selected manually from a dropdown list of all Confirmations already available for the project in question).

If the certificate was already included in the Interim payment application to EC, the tick box 'To be reported to EC' will become active.

Financial Correction Programme Level

Ca Confirmation Number	Payment Application	Account	Accounting Year
27 - 30.11.2016 <input type="button" value="v"/>	Number: 1	Number: 8	01.01.2014 - 30.06.2015
Olaf Report <input type="checkbox"/>	Irregularity <input type="checkbox"/>	Amount Below250 Eur <input type="checkbox"/>	To Be Reported To E C <input type="checkbox"/>

Figure 241 Financial Corrections Programme Level - To be reported to EC

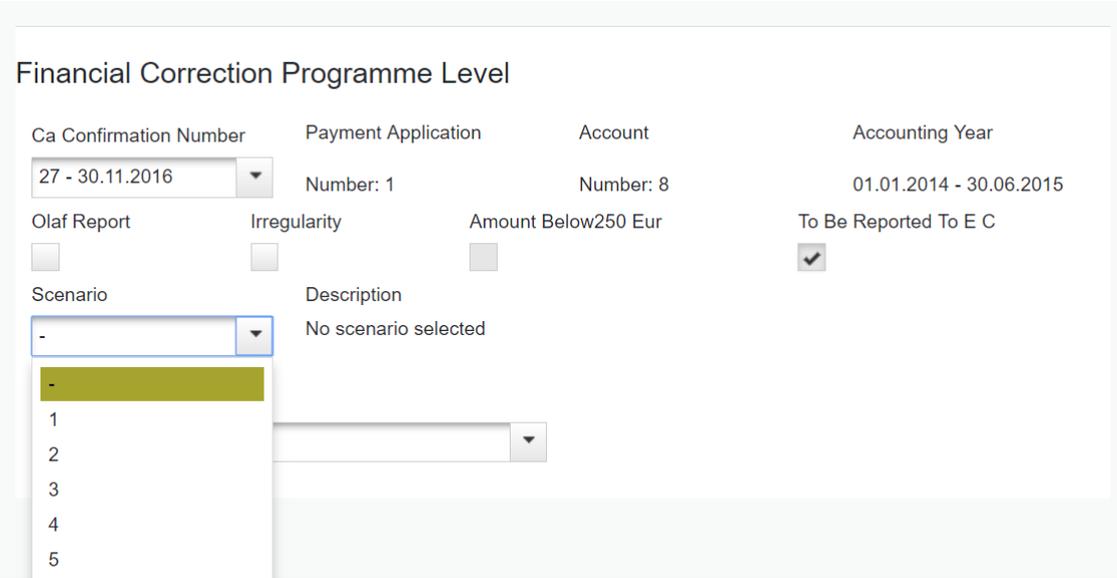
It is also possible to mark the amount as finding ‘Amount below 250 EUR’. This check box is only active if the finding is below 250 EUR.

Please note that according to the Regulations this limit applies to the entire project within one year and not to a single finding. **The system does not monitor and sum up amounts from other findings.** It must be monitored manually by the CA.

It is a decision of the CA to mark such finding as ‘Amount below 250 EUR’. Such findings only go to the ‘Generate CA Confirmation’ but neither to Payments to project nor to Interim/Final Interim Payment Application to EC as they do not have to be recovered from project or reported to the Commission.

It is possible to uncheck the tick box ‘Amount below 250 EUR’ later and to process the finding in a normal workflow. This is necessary if e.g. another finding for the same project was discovered and the regulatory limit of 250 EUR was exceeded.

When the ‘To be reported to EC’ is ticked additional actions are available: according to the ‘Guidance for Member States on Amounts Withdrawn, Recovered, to be Recovered and Irrecoverable Amounts’ there are several Scenarios how the finding should be reported to the Commission depending on when it was discovered and to which amount it relates. We have identified and implemented in the eMS five different Scenarios. All other cases should be reported without Scenarios and should follow the entire CA workflow.



The screenshot shows a web form titled "Financial Correction Programme Level". It contains several input fields and checkboxes:

- Ca Confirmation Number:** 27 - 30.11.2016
- Payment Application:** Number: 1
- Account:** Number: 8
- Accounting Year:** 01.01.2014 - 30.06.2015
- Olaf Report:**
- Irregularity:**
- Amount Below250 Eur:**
- To Be Reported To E C:**
- Scenario:** A dropdown menu is open, showing options: -, 1, 2, 3, 4, 5. The current selection is "-".
- Description:** No scenario selected

Figure 242 Reporting to EC - selection of Scenarios

No-Scenario findings

If the irregularity does not match any of the Scenarios listed below, it should be reported as non-Scenario finding. In such a case after clicking on 'To be reported to EC' please select only action and do not select any of the scenarios.

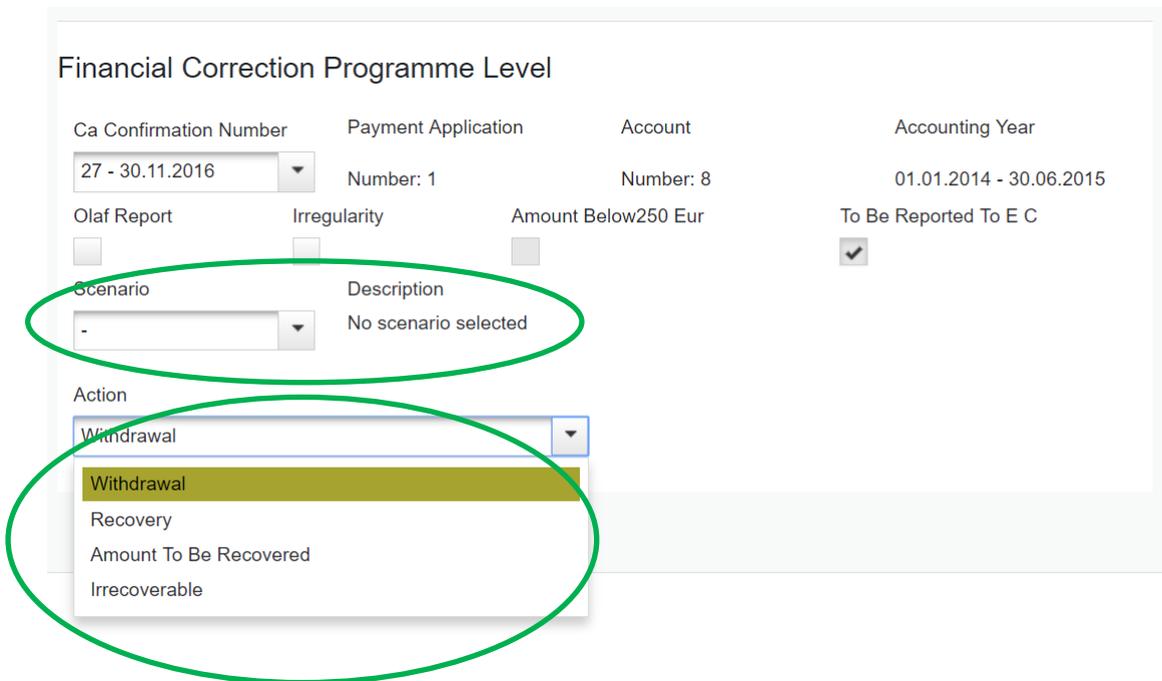


Figure 243 Non-Scenario finding

In such a case the finding will go through the entire workflow and will be reported to the Commission in the reporting on Recoveries, Withdrawals, Amounts to be recovered, etc. according to the action selected in the accounting year in which it is included in the Accounts for the accounting period.

How will the workflow work?

- In case of recovery, the system will add interest on late repayment (if any) to the irregular amount. The interest will be added only if the amount in field 'Total interest on late repayment' is different than zero. The interest will be added to the total amount corrected and reported together to the Commission. It will be added when confirming the finding or control and the user will be informed about it by information popup.
- Irregularity will be available on the list of findings to be included in the CA confirmation. In order to include it, it must be confirmed by CA first. The finding needs to be manually selected for the CA Confirmation. Please note that the non-scenario findings can be included in one CA Confirmation together with other items. This means that you can include in one CA Confirmation one or multiple non-Scenario findings together with finance reports and CA Sitting Ducks.
- CA confirmation including this irregularity will go to Payments to projects. Please note that in case of Recovery, the repayment from project must be

introduced retrospectively because the recovery data in the finding form must be filled out before it is transferred into a CA Confirmation and goes to Payments to projects interface.

- CA confirmation with this irregularity should be included in the Interim payment application (it needs to be included manually by the user).
- In case the non-Scenario finding is not yet included in any CA Confirmation, it will be available to be included in the Interim payment application to EC or Final interim payment application to EC from a separate table 'Regular findings'. If the item is selected, the system will automatically generate CA Confirmation for the item and transfer it to 'Payments to projects'.
- The Final interim payment application to EC including the relevant findings will be transferred to the Accounts for accounting period for the accounting year N.
- The irregularity will be reported according to the action selected in the finding form.

Scenario findings

Each Scenario is described directly in the finding interface. The CA should select relevant scenario only if all the criteria listed in the description are met. In cases different than described please report the irregularity without any scenario.

Financial Correction Programme Level

Ca Confirmation Number	Payment Application	Account	Accounting Year
<input type="text" value="27 - 30.11.2016"/>	Number: 1	Number: 8	01.01.2014 - 30.06.2015
Olaf Report	Irregularity	Amount Below250 Eur	To Be Reported To E C
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Scenario	Description		
<input type="text" value="1"/>	Descriptions of the Scenarios		

Scenario 1

Should be used for:

- Irregularity detected in year N linked to expenditure included in the "interim payment application" in the same accounting year (year N).
- Irregularity detected before the "final interim payment application" of accounting year N.
- Irregularity can be a withdrawal or a recovery (incl. "recovery according to art. 71")

How will the workflow work?

- In case of recovery, the system will add interest on late repayment (if any) to the irregular amount.
- Irregularity will be available on the list of findings to be included in the CA confirmation.
- CA confirmation including this irregularity will go to "Payments to projects".
- CA confirmation with this irregularity should be included in the "interim payment application" or directly in the "final interim payment application" for the accounting year N (it needs to be included manually by the user).
- The "final interim payment" will be transferred to the "accounts for accounting period" for accounting year N.
- The irregularity will be reported as withdrawal or recovery or "recovery according to art. 71" for the accounting year N.

Action	Cleared	Future
<input type="text" value="Withdrawal"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 244 Scenario description

Scenario 1

Should be used for:

- Irregularity detected in year N linked to expenditure included in the linterim payment application to EC in the same accounting year (year N).
- Irregularity detected before the Final interim payment application to EC of accounting year N.
- Irregularity can be a withdrawal or a recovery (incl. “recovery according to art. 71”). The option needs to be selected manually from the dropdown ‘Action’.

Financial Correction Programme Level

Ca Confirmation Number	Payment Application	Account	Accounting Year
27 - 30.11.2016	Number: 1	Number: 8	01.01.2014 - 30.06.2015
Olaf Report	Irregularity	Amount Below250 Eur	To Be Reported To E C
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Scenario	Description	Descriptions of the Scenarios	
1			

Scenario 1

Should be used for:

- Irregularity detected in year N linked to expenditure included in the "interim payment application" in the same accounting year (year N).
- Irregularity detected before the "final interim payment application" of accounting year N.
- Irregularity can be a withdrawal or a recovery (incl. "recovery according to art. 71")

How will the workflow work?

- In case of recovery, the system will add interest on late repayment (if any) to the irregular amount.
- Irregularity will be available on the list of findings to be included in the CA confirmation.
- CA confirmation including this irregularity will go to "Payments to projects".
- CA confirmation with this irregularity should be included in the "interim payment application" or directly in the "final interim payment application" for the accounting year N (it needs to be included manually by the user).
- The "final interim payment" will be transferred to the "accounts for accounting period" for accounting year N.
- The irregularity will be reported as withdrawal or recovery or "recovery according to art. 71" for the accounting year N.

Action: Cleared Future

Withdrawal

Recovery

Figure 245 Scenario 1 finding (withdrawal or recovery)

How will the workflow work?

- In case of recovery, the system will add interest on late repayment (if any) to the irregular amount. The interest will be added only if the amount in field ‘Total interest on late repayment’ is different than zero. The interest will be added to the total amount corrected and reported together to the Commission.

It will be added when confirming the finding or control and the user will be informed about it by information popup. If introduced later (i.e. after the finding is confirmed), it will not be added anymore.

- Irregularity will be available on the list of findings to be included in the CA Confirmation. In order to include it, it must be confirmed by CA first. The finding needs to be manually selected for the CA Confirmation. Please note that the scenario findings cannot be included in one CA Confirmation together with other items. This means that you can include in one CA Confirmation multiple findings of Scenario 1 but you cannot include Scenario 1 findings together with a report, CA Sitting duck or any other finding.

Scenario findings are always marked with the Scenario number.

Financial corrections (findings)

Select	Scenario	Project number	Project acronym	Control number	Date of final control report	Controlling / auditing body	Control / audit type	Partner number and name	Report number	Period	Fir
<input type="checkbox"/>	None	P13	ATP	ITP13_1	06.12.2016	First level control	Desk-based	1 Institute for cooperation	1	2 / 28.04.2017 - 27.10.2017	ITP1
<input checked="" type="checkbox"/>	1	ITP13	ATP	ITP13_4		First level control	Desk-based	1 Institute for cooperation	1	3 / 28.10.2017 - 27.04.2018	ITP1

Generate CA-confirmation

- CA confirmation including this irregularity will go to Payments to projects. Please note that in case of Recovery, the repayment from project must be introduced retrospectively because the recovery data in the finding form must be recorded already before it is transferred into a CA Confirmation and to Payments to projects interface.
- CA confirmation with this irregularity should be included in the Interim payment application or directly in the Final interim payment application to EC for the accounting year N (it needs to be included manually by the user).

The CA Confirmation with Scenario 1 finding(s) will be available to be included in the Interim payment application to EC or Final interim payment application to EC from a separate table 'Scenario CA Confirmations'. If it is included in Interim payment application to EC it gets transferred automatically to the Final Interim payment to EC and is no longer available on the list of Scenario CA Confirmations in Generate final interim payment application to EC view.

Interreg EMSdemo Generate Draft Interim Payment Application To E C Welcome

ERDF IPAI ENI

Regular ca-confirmations

Include In Interim Payment Application To Ec	Number Of The Ca Confirmation	Payment Status	Date Of The Ca Confirmation	Total Eligible In Euro	ERDF Partner Cofin	ERDF Priority Axis Cofin	View
<input type="checkbox"/>	40	Fully Paid	21.12.2016 16:41:49	€ 54.07	€ 27.03	€ 45.95	
<input type="checkbox"/>	39	Fully Paid	20.12.2016 15:47:45	€ 11.31	€ 5.65	€ 9.61	
<input type="checkbox"/>	1	Not Paid	15.12.2016 16:29:49	€ 106 910.49	€ 90 873.92	€ 90 873.92	
<input type="checkbox"/>	29	Not Paid	01.12.2016 09:45:43	€ 123 000.00	€ 104 550.00	€ 104 550.00	

Scenario ca-confirmations

Include In Interim Payment Application To Ec	Number Of The Ca Confirmation	Scenario	Payment Status	Date Of The Ca Confirmation	Total Eligible In Euro	ERDF Partner Cofin	ERDF Priority Axis Cofin	View
<input type="checkbox"/>	47	1	Not Paid	27.12.2016 15:01:15	€ -6 150.00	€ -5 226.27	€ -5 227.50	
<input type="checkbox"/>	46	3	Not Paid	27.12.2016 11:20:56	€ -34.42	€ -29.25	€ -29.25	
<input type="checkbox"/>	35	1	Not Paid	06.12.2016 13:45:15	€ -248.00	€ -209.05	€ -209.10	

Figure 246 Generate Draft Interim payment application to EC - Scenario CA Confirmations available to be included in the claim

- The Final interim payment application to EC including the relevant findings will be transferred to the Accounts for accounting period for the accounting year N.
- The irregularity will be reported as withdrawal or recovery or “recovery according to art. 71” for the accounting year N.

Withdrawals And Recoveries

ERDF IPAI ENI

Priority	Withdrawals - Total Eligible Amount Of Expenditure	Withdrawals - Corresponding Private Contribution	Withdrawals - Corresponding Public Expenditure	Recoveries - Total Eligible Amount Of Expenditure	Recoveries - Corresponding Private Contribution	Recoveries - Corresponding Public Expenditure
ITP Priority 1	€ 6 150.00	€ 923.73	€ 5 226.27	€ 246.00	€ 0.00	€ 246.00
Total	€ 6 150.00	€ 923.73	€ 5 226.27	€ 246.00	€ 0.00	€ 246.00

Split Of Amounts Withdrawn And Recovered During The Accounting Year By Accounting Year Of Declaration Of The Corresponding Expenditure						
	Withdrawals - Total Eligible Amount Of Expenditure	Withdrawals - Corresponding Private Contribution	Withdrawals - Corresponding Public Expenditure	Recoveries - Total Eligible Amount Of Expenditure	Recoveries - Corresponding Private Contribution	Recoveries - Corresponding Public Expenditure
In Relation To Accounting Year Ending 30.06.2015	€ 6 150.00	€ 923.73	€ 5 226.27	€ 246.00	€ 0.00	€ 246.00
Out Of Which Amounts Corrected As A Result Of Audits Of Operations According To Article127(1) Of Regulation(E U) No1303/2013	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
In Relation To Accounting Year Ending 30.06.2016	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Out Of Which Amounts Corrected As A Result Of Audits Of Operations According To Article127(1) Of Regulation(E U) No1303/2013	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
In Relation To Accounting Year Ending 30.06.2017	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Out Of Which Amounts Corrected As A Result Of Audits Of Operations According To Article127(1) Of Regulation(E U) No1303/2013	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00

Figure 247 Reporting on Withdrawals and Recoveries for the accounting year N

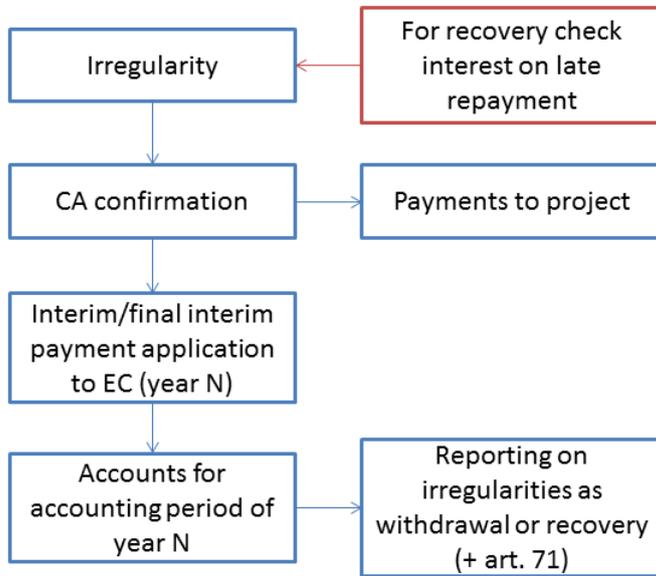


Figure 248 Workflow Scenario 1

Scenario 2

Should be used for:

- Irregularity detected in year N linked to expenditure included in the Interim payment application to EC in the same accounting year (year N).
- Irregularity detected after submission of the Final interim payment application to EC of year N and before submission of the Accounts for the accounting period for accounting year N.
- Irregularity should not be reported to the Commission and therefore there is no dropdown for recovery/withdrawal/amount to be recovered, etc.

Financial Correction Programme Level

Ca Confirmation Number	Payment Application	Account	Accounting Year
<input type="text" value="27 - 30.11.2016"/>	Number: 1	Number: 8	01.01.2014 - 30.06.2015
Olaf Report	Irregularity	Amount Below250 Eur	To Be Reported To E C
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Scenario	Description		
<input type="text" value="2"/>	Scenario 2		

Should be used for:

- Irregularity detected in year N linked to expenditure included in the "interim payment application" in the same accounting year (year N).
- Irregularity detected after the "final interim payment application" of year N and before the "accounts for the accounting period" for accounting year N.
- Irregularity should not be reported to the Commission.

How will the workflow work?

- Irregularity will be available on the list of findings to be included in the CA confirmation.
- CA confirmation including this irregularity will go to "Payments to projects".
- The CA confirmation with this irregularity will be available at "generate draft accounts for accounting period" and should be manually added to the accounts for year N.
- Irregularity does not go to reporting on recoveries, withdrawals, etc.

Figure 249 Scenario 2 finding

How will the workflow work?

- Irregularity will be available on the list of findings to be included in the CA confirmation. In order to include it, it must be confirmed by CA first. The finding needs to be manually selected for the CA Confirmation.

Please note that the scenario findings cannot be included in one CA Confirmation together with other items. This means that you can include in one CA Confirmation multiple findings of Scenario 2 but you cannot include Scenario 2 findings together with a report or other finding.

Scenario findings are always marked with the Scenario number.

- CA confirmation including this irregularity will go to “Payments to projects”. Payments should be manually introduced in the eMS.
- The CA confirmation with this irregularity will be available at Generate draft accounts for accounting period and should be manually added to the accounts for year N. You will be able to see the difference between the Final interim payment application to EC and the Accounts and you will have to explain the difference.

Correct values:

Priority	Total Amount Of Eligible Expenditure Entered Into The Accounting Systems Of The Certifying Authority And Which Has Been Included In The Payment Applications Submitted To The Commission	Total Amount Of The Corresponding Private Contribution Incurred In Implementing Operations	Total Amount Of The Corresponding Public Expenditure Incurred In Implementing Operations	Total Amount Of ERDF Paid To Beneficiaries In Implementing Operations	Total national contribution paid to Beneficiaries in implementing operations	Total Amount Of Corresponding Payments Made To Beneficiaries Under Article 132(1) Of Regulation(E U) No 1303/2013(A)	Show Details
ERDF							
ITP Priority 1	Calculated value: € 22 235.76	€ -386.93	€ 22 622.69	€ 20 560.35	€ 0.00	€ 20 560.35	
ITP Priority 2	Calculated value: € 289.07	€ 143.74	€ 145.33	€ 140.53	€ 0.00	€ 140.53	
ITP TA Priority	Calculated value: € 128.79	€ 20.88	€ 107.91	€ 94.85	€ 0.00	€ 94.85	
Grand Total	€ 22 653.62	€ -222.31	€ 22 875.93	€ 20 795.73	€ 0.00	€ 20 795.73	

Priority	Total eligible expenditure included in payment application submitted to the commission		Expenditure declared in accordance with Article 137(1)(a) of Regulation (E U) No 1303/2013		Difference		Comments (obligatory in case of difference)
	Total amount of eligible expenditure incurred by beneficiaries and paid in implementing operations	Total amount of public expenditure incurred in implementing operations	Total amount of eligible expenditure entered into the accounting system of Certifying Authority and which has been included in the payment applications submitted to the Commission	Total amount of the corresponding public expenditure incurred in implementing operations	(E=A-C)	(F=B-D)	
	(A)	(B)	(C)	(D)	(E)	(F)	
ITP Priority 1	€ 24 695.76	€ 24 713.19	€ 22 235.76	€ 22 622.69	€ 2 460.00	€ 2 090.50	
ITP Priority 2	€ 289.07	€ 145.33	€ 289.07	€ 145.33	€ 0.00	€ 0.00	
ITP TA Priority	€ 128.79	€ 107.91	€ 128.79	€ 107.91	€ 0.00	€ 0.00	
Grand total	€ 25 113.62	€ 24 966.43	€ 22 653.62	€ 22 875.93	€ 2 460.00	€ 2 090.50	

Out of which amounts corrected in the current accounts as a result of audits of operations according to Article 127(1) of Regulation (E U) No 1303/2013

Figure 250 Accounts for the accounting year

- Irregularity does not go to reporting on recoveries, withdrawals, etc.

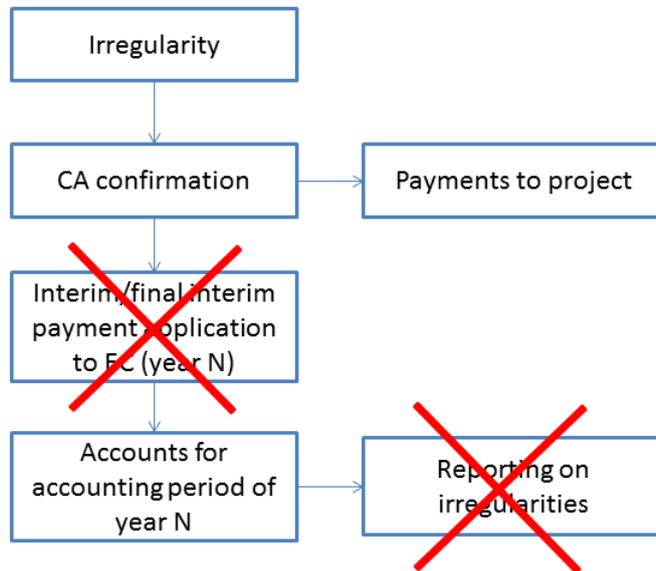


Figure 251 Workflow Scenario 2

Scenario 3

Should be used for:

- Irregularity detected in year N linked to expenditure included in the Interim payment application to EC in previous accounting years (year N-n).
- Irregularity is a withdrawal.

Financial Correction Programme Level

Ca Confirmation Number	Payment Application	Account	Accounting Year
<input type="text" value="27 - 30.11.2016"/>	Number: 1	Number: 8	01.01.2014 - 30.06.2015
Olaf Report	Irregularity	Amount Below250 Eur	To Be Reported To E C
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Scenario	Description		
<input type="text" value="3"/>	Scenario 3		
Should be used for:			
<ul style="list-style-type: none"> • Irregularity detected in year N linked to expenditure included in the "interim payment application" in previous accounting years (year N-n). • Irregularity is a withdrawal. 			
How will the workflow work?			
<ul style="list-style-type: none"> • Irregularity will be available on the list of findings to be included in the CA confirmation. • CA confirmation including this irregularity will go to "payments to projects". • CA confirmation with this irregularity should be included in the "interim payment application" <u>or</u> directly in the "final interim payment application" for the accounting year N (it needs to be included manually by the user). • The "final interim payment application" will be transferred to the "accounts for accounting period" for accounting year N. • The irregularity will be reported as withdrawal for the accounting year N. 			
Action	Cleared	Future	
Withdrawal	<input type="checkbox"/>	<input type="checkbox"/>	

Figure 252 Scenario 3 finding

How will the workflow work?

- Irregularity will be available on the list of findings to be included in the CA Confirmation. In order to include it, it must be confirmed by CA first. The finding needs to be manually selected for the CA Confirmation.

Please note that the scenario findings cannot be included in one CA Confirmation together with other items. This means that you can include in one CA Confirmation multiple findings of Scenario 3 but you cannot include Scenario 3 findings together with a report or other finding.

Scenario findings are always marked with the Scenario number.

- CA Confirmation including this irregularity will go to Payments to projects. Repayments should be manually introduced in the eMS after funds are recovered from project.
- CA Confirmation with this irregularity should be included in the Interim payment application to EC or directly in the Final interim payment application to EC for the accounting year N (it needs to be included manually by the user). The CA Confirmation with Scenario 3 finding(s) will be available to be included in the Interim payment application to EC or Final interim payment application to EC from a separate table 'Scenario CA Confirmations'. If it is included in Interim payment application to EC it gets transferred automatically to the Final Interim payment to EC and is no longer available on the list of Scenario CA Confirmations in Generate final interim payment application to EC view.
- The Final interim payment application to EC will be transferred to the Accounts for accounting period for accounting year N.
- The irregularity will be reported as withdrawal for the accounting year N.

Withdrawals And Recoveries

ERDF IPAI ENI

Priority	Withdrawals - Total Eligible Amount Of Expenditure	Withdrawals - Corresponding Private Contribution	Withdrawals - Corresponding Public Expenditure	Recoveries - Total Eligible Amount Of Expenditure	Recoveries - Corresponding Private Contribution	Recoveries - Corresponding Public Expenditure
ITP Priority 1	€ 34.42	€ 5.17	€ 29.25	€ 0.00	€ 0.00	€ 0.00
Total	€ 34.42	€ 5.17	€ 29.25	€ 0.00	€ 0.00	€ 0.00

Split Of Amounts Withdrawn And Recovered During The Accounting Year By Accounting Year Of Declaration Of The Corresponding Expenditure						
	Withdrawals - Total Eligible Amount Of Expenditure	Withdrawals - Corresponding Private Contribution	Withdrawals - Corresponding Public Expenditure	Recoveries - Total Eligible Amount Of Expenditure	Recoveries - Corresponding Private Contribution	Recoveries - Corresponding Public Expenditure
In Relation To Accounting Year Ending 30.06.2015	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Out Of Which Amounts Corrected As A Result Of Audits Of Operations According To Article127(1) Of Regulation(E U) No1303/2013	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
In Relation To Accounting Year Ending 30.06.2016	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Out Of Which Amounts Corrected As A Result Of Audits Of Operations According To Article127(1) Of Regulation(E U) No1303/2013	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
In Relation To Accounting Year Ending 30.06.2017	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Out Of Which Amounts Corrected As A Result Of Audits Of Operations According To Article127(1) Of Regulation(E U) No1303/2013	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
In Relation To Accounting Year Ending 30.06.2018	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Out Of Which Amounts Corrected As A Result Of Audits Of Operations According To Article127(1) Of Regulation(E U) No1303/2013	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
In Relation To Accounting Year Ending 30.06.2019	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Out Of Which Amounts Corrected As A Result Of Audits Of Operations According To Article127(1) Of Regulation(E U) No1303/2013	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
In Relation To Accounting Year Ending 30.06.2020	€ 34.42	€ 5.17	€ 29.25	€ 0.00	€ 0.00	€ 0.00

Figure 253 Reporting on Recoveries and Withdrawals for accounting year N

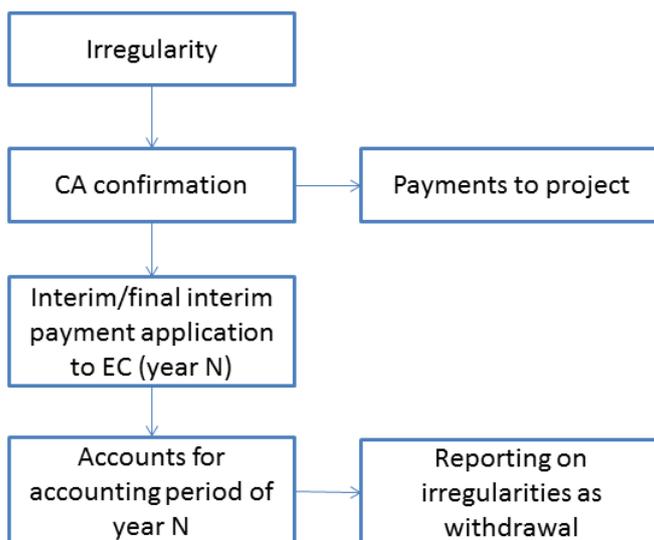


Figure 254 Workflow Scenario 3

Scenario 4

Should be used for:

- Irregularity detected in year N linked to expenditure included in the Interim payment application to EC in previous accounting years (year N-n).
- Irregularity recovered by the programme in year N.
- Irregularity is a recovery (incl. “recovery according to art. 71”)

Financial Correction Programme Level

Ca Confirmation Number	Payment Application	Account	Accounting Year
<input type="text" value="27 - 30.11.2016"/>	Number: 1	Number: 8	01.01.2014 - 30.06.2015
Olaf Report	Irregularity	Amount Below250 Eur	To Be Reported To E C
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Scenario	Description		
<input type="text" value="4"/>	Scenario 4		
Should be used for:			
<ul style="list-style-type: none"> • Irregularity detected in year N linked to expenditure included in the “interim payment application” in previous accounting years (year N-n). • Irregularity recovered by the programme in year N. • Irregularity is a recovery (incl. “recovery according to art. 71”) 			
How will the workflow work?			
<ul style="list-style-type: none"> • The system will add interest on late repayment (if any) to the irregular amount. • Irregularity will be available on the list of findings to be included in the CA confirmation. • CA confirmation including this irregularity will go to “payments to projects”. • CA confirmation with this irregularity should be included in the “interim payment application” <u>or</u> directly in the “final interim payment application” for the accounting year N (it needs to be included manually by the user). • The “final interim payment” will be transferred to the “accounts for accounting period” for accounting year N. • The irregularity will be reported as recovery <u>or</u> “recovery according to art. 71” for the accounting year N. 			
Action	Date Of Repayment	Recovery Accoring To Article71	
Recovery	<input type="text" value="14.12.2016"/>	<input checked="" type="checkbox"/>	

Figure 255 Scenario 4 finding

How will the workflow work?

- The system will add interest on late repayment (if any) to the irregular amount. The interest will be added only if the amount in field 'Total interest on late repayment' is different than zero. The interest will be added to the total amount corrected and reported together to the Commission. It will be added when confirming the finding or control and the user will be informed about it by information popup. If it is updated after confirming the finding, the amount will no longer be updated.
- Irregularity will be available on the list of findings to be included in the CA Confirmation. In order to include it, it must be confirmed by CA first. The finding needs to be manually selected for the CA Confirmation.

Please note that the scenario findings cannot be included in one CA Confirmation together with other items. This means that you can include in one CA Confirmation multiple findings of Scenario 4 but you cannot include Scenario 4 findings together with a report or other finding.

Scenario findings are always marked with the Scenario number.

- CA confirmation including this irregularity will go to Payments to projects. The repayment from project must be introduced retrospectively because the recovery data must be included in the finding form before it is transferred into a CA Confirmation and Payments to projects interface.
- CA confirmation with this irregularity should be included in the Interim payment application to EC or directly in the Final interim payment application to EC for the accounting year N (it needs to be included manually by the user). The CA Confirmation with Scenario 4 finding(s) will be available to be included in the Interim payment application to EC or Final interim payment application to EC from a separate table 'Scenario CA Confirmations'. If it is included in Interim payment application to EC it gets transferred automatically to the Final Interim payment to EC and is no longer available on the list of Scenario CA Confirmations in Generate final interim payment application to EC view.
- The Final interim payment application to EC will be transferred to the Accounts for accounting period for accounting year N.
- The irregularity will be reported as recovery or "recovery according to art. 71" for the accounting year N.

Withdrawals And Recoveries

Priority	Withdrawals - Total Eligible Amount Of Expenditure	Withdrawals - Corresponding Private Contribution	Withdrawals - Corresponding Public Expenditure	Recoveries - Total Eligible Amount Of Expenditure	Recoveries - Corresponding Private Contribution	Recoveries - Corresponding Public Expenditure
ITP Priority 1	€ 6 150.00	€ 923.73	€ 5 226.27	€ 246.00	€ 0.00	€ 246.00
Total	€ 6 150.00	€ 923.73	€ 5 226.27	€ 246.00	€ 0.00	€ 246.00

Split Of Amounts Withdrawn And Recovered During The Accounting Year By Accounting Year Of Declaration Of The Corresponding Expenditure						
	Withdrawals - Total Eligible Amount Of Expenditure	Withdrawals - Corresponding Private Contribution	Withdrawals - Corresponding Public Expenditure	Recoveries - Total Eligible Amount Of Expenditure	Recoveries - Corresponding Private Contribution	Recoveries - Corresponding Public Expenditure
In Relation To Accounting Year Ending 30.06.2015	€ 6 150.00	€ 923.73	€ 5 226.27	€ 246.00	€ 0.00	€ 246.00
Out Of Which Amounts Corrected As A Result Of Audits Of Operations According To Article 127(1) Of Regulation(E U) No1303/2013	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
In Relation To Accounting Year Ending 30.06.2016	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Out Of Which Amounts Corrected As A Result Of Audits Of Operations According To Article 127(1) Of Regulation(E U) No1303/2013	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
In Relation To Accounting Year Ending 30.06.2017	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Out Of Which Amounts Corrected As A Result Of Audits Of Operations According To Article 127(1) Of Regulation(E U) No1303/2013	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
In Relation To Accounting Year Ending 30.06.2018	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00

Figure 256 Reporting on Recoveries and Withdrawals for accounting year N

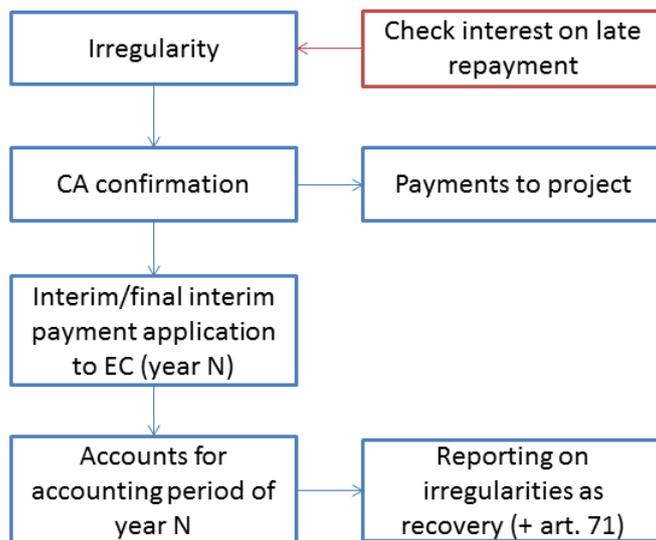


Figure 257 Workflow Scenario 4

Scenario 5

Should be used for:

- Irregularity detected in year N linked to expenditure included in the Interim payment application to EC in previous accounting years (year N-n).
- Irregularity is amount to be recovered.

Financial Correction Programme Level

Ca Confirmation Number	Payment Application	Account	Accounting Year
<input type="text" value="27 - 30.11.2016"/>	Number: 1	Number: 8	01.01.2014 - 30.06.2015
Olaf Report	Irregularity	Amount Below250 Eur	To Be Reported To E C
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Scenario	Description		
<input type="text" value="5"/>	Scenario 5		
Accounting year	Should be used for:		
<input type="text" value="01.07.2022 - 30.06.202"/>	<ul style="list-style-type: none"> • Irregularity detected in year N linked to expenditure included in the "interim payment application" in previous accounting years (year N-n). • Irregularity is amount to be recovered 		
	How will the workflow work?		
	<ul style="list-style-type: none"> • Irregularity will be available on the list of findings to be included in the CA confirmation. • CA confirmation including this irregularity will go to "payments to projects". • Irregularity <u>will neither</u> go to "interim payment application" NOR to the "final interim payment application" NOR to the "accounts for the accounting period" for year N. • The irregularity will be reported as "amount to be recovered" for the accounting year N. 		
	THE SCENARIO REQUIRES A FOLLOW UP IN THE NEXT ACCOUNTING YEARS!		
Action			
Amount To Be Recovered			

Figure 258 Scenario 5 finding

Attention

Please note, that because the finding does not go to the Accounts for accounting period, it is necessary to select the accounting year in which the finding should be reported as ‘amount to be recovered’. There is a built in validation, which will not allow you to save the Scenario 5 finding without selecting the accounting year.

How will the workflow work?

- Irregularity will be available on the list of findings to be included in the CA Confirmation. It must be manually included by the user.

Please note that in case of scenario 5 findings, the CA Confirmation can include just one finding (because each finding can have a different follow up in the future). In case you select multiple Scenario 5 findings and press ‘Generate CA Confirmation’ button, the system will generate as many CA Confirmations as findings selected. You’ll be informed about this in a popup.

Financial corrections (findings)

Select	Scenario	Project number	Project acronym	Control number	Date of final control report	Controlling / auditing body	Control / audit type	Partner number and name	Report number	Period
<input type="checkbox"/>	None	ITP13	AT				Desk-based	1 Institute for cooperation	1	2 / 28.04.2017 - 27.10.2017
<input checked="" type="checkbox"/>	5	ITP13	AT			Authority	Desk-based	1 Institute for cooperation	1	3 / 28.10.2017 - 27.04.2018
<input checked="" type="checkbox"/>	5	ITP59	MasterOfTheScenarios	ITP59_5		First level control	Desk-based	1 My Ip1	1	0 / 09.12.2016 - 09.12.2016

Generate Ca-confirmation

Figure 259 Generating CA Confirmations for Scenario 5 findings

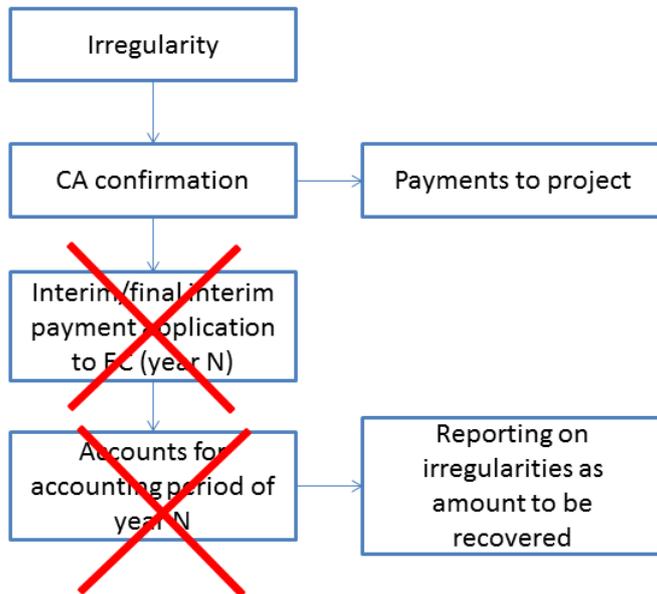


Figure 260 Workflow Scenario 5

- CA confirmation including this irregularity will go to Payments to projects. In case of repayment, the payment data needs to be manually introduced in the eMS.
- Irregularity will neither go to Interim payment application to EC nor to the Final interim payment application to EC nor to the Accounts for the accounting period for year N.
- The irregularity will be reported as “amount to be recovered” for the accounting year N (the accounting year selected in the finding form - see Figure 29).

THE SCENARIO REQUIRES A FOLLOW UP IN THE NEXT ACCOUNTING YEARS!

Financial Correction Programme Level

Ca Confirmation Number	Payment Application	Account	Accounting Year
<input type="text" value="2 - 15.12.2016"/>	Number:	Number: 12	01.07.2019 - 30.06.2020
Olaf Report	Irregularity	Amount Below250 Eur	To Be Reported To E C
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Scenario	Description		
<input type="text" value="5"/>	Scenario 5		
Accounting year	Should be used for:		
-	<ul style="list-style-type: none"> • Irregularity detected in year N linked to expenditure included in the “interim payment application” in previous accounting years (year N-n). • Irregularity is amount to be recovered 		
	How will the workflow work?		
	<ul style="list-style-type: none"> • Irregularity will be available on the list of findings to be included in the CA confirmation. • CA confirmation including this irregularity will go to “payments to projects”. • Irregularity <u>will neither</u> go to “interim payment application” NOR to the “final interim payment application” NOR to the “accounts for the accounting period” for year N. • The irregularity will be reported as “amount to be recovered” for the accounting year N. 		
	THE SCENARIO REQUIRES A FOLLOW UP IN THE NEXT ACCOUNTING YEARS!		
Action			
Amount To Be Recovered			
Follow ups			
Date	Scenario	Accounting year	Remove
No records found.			
<input checked="" type="button" value="+ Add follow up"/>			

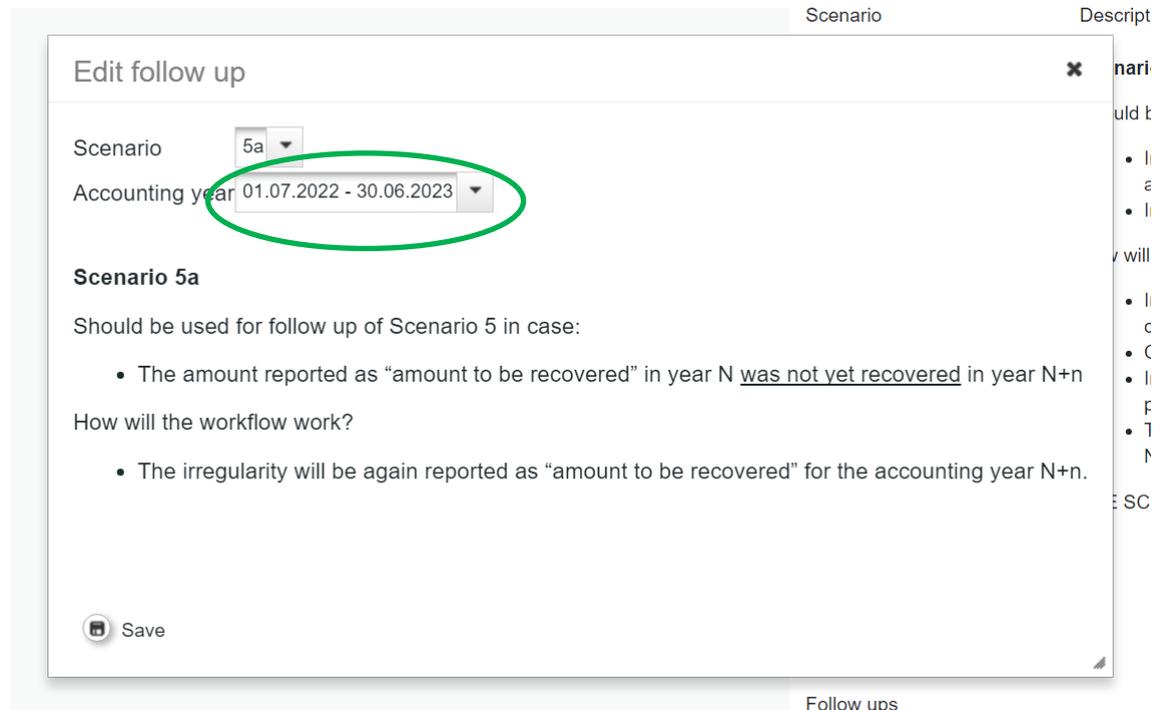
Figure 261 Scenario 5 follow up

All the follow ups are stored in the finding form and can be traced later on.

Scenario 5a

Should be used for follow up of Scenario 5 in case:

- The amount reported as “amount to be recovered” in year N was not yet recovered in year N+n



Scenario 5a

Accounting year 01.07.2022 - 30.06.2023

Scenario 5a

Should be used for follow up of Scenario 5 in case:

- The amount reported as “amount to be recovered” in year N was not yet recovered in year N+n

How will the workflow work?

- The irregularity will be again reported as “amount to be recovered” for the accounting year N+n.

Save

Figure 262 Scenario 5a as a follow up of Scenario 5

How will the workflow work?

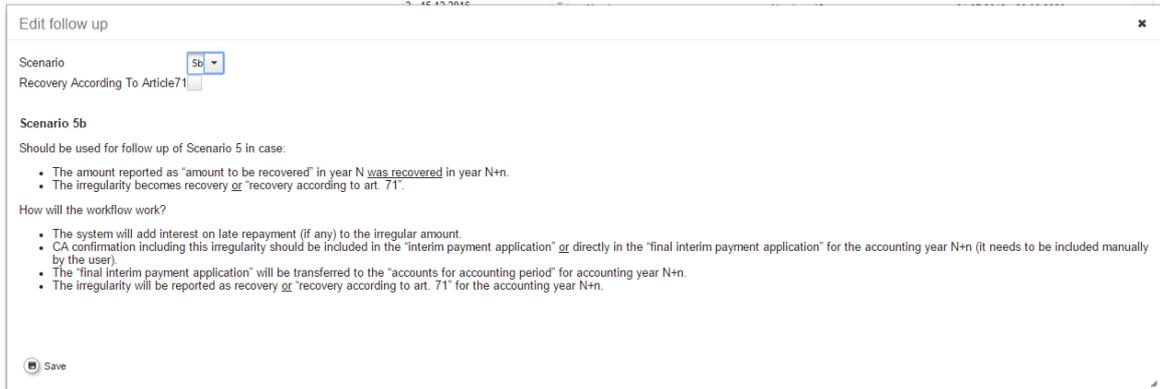
- The irregularity will be again reported as “amount to be recovered” for the accounting year N+n. The year in which it should be included in the reporting as “amount to be recovered” again needs to be manually indicated in the follow up dialogue.

THE SCENARIO REQUIRES A FOLLOW UP IN THE NEXT ACCOUNTING YEARS! It is necessary to follow up the scenario 5a each year until the amount is recovered or becomes irrecoverable (see Scenarios 5b and 5c). It is possible to add as many follow ups as necessary.

Scenario 5b

Should be used for follow up of Scenario 5 or Scenario 5a in case:

- The amount reported as “amount to be recovered” in year N was recovered in year N+n.
- The irregularity becomes recovery or “recovery according to art. 71”.



Edit follow up

Scenario

Recovery According To Article71

Scenario 5b

Should be used for follow up of Scenario 5 in case:

- The amount reported as “amount to be recovered” in year N was recovered in year N+n.
- The irregularity becomes recovery or “recovery according to art. 71”.

How will the workflow work?

- The system will add interest on late repayment (if any) to the irregular amount.
- CA confirmation including this irregularity should be included in the “interim payment application” or directly in the “final interim payment application” for the accounting year N+n (it needs to be included manually by the user).
- The “final interim payment application” will be transferred to the “accounts for accounting period” for accounting year N+n.
- The irregularity will be reported as recovery or “recovery according to art. 71” for the accounting year N+n.

Figure 263 Scenario 5b as a follow up of Scenario 5 or Scenario 5a

How will the workflow work?

- CA confirmation including this irregularity should be included in the Interim payment application to EC or directly in the Final interim payment application to EC for the accounting year N+n (it needs to be included manually by the user). It will be available in the separate table ‘Scenario CA Confirmations’ as Scenario 5b finding.
- The Final interim payment application to EC will be transferred to the Accounts for accounting period for accounting year N+n.
- The irregularity will be reported as “recovery” or “recovery according to art. 71” for the accounting year N+n.

Withdrawals And Recoveries

Priority	Withdrawals - Total Eligible Amount Of Expenditure	Withdrawals - Corresponding Private Contribution	Withdrawals - Corresponding Public Expenditure	Recoveries - Total Eligible Amount Of Expenditure	Recoveries - Corresponding Private Contribution	Recoveries - Corresponding Public Expenditure
ITP Priority 1	€ 0.00	€ 0.00	€ 0.00	€ 152.24	€ 22.85	€ 129.39
Total	€ 0.00	€ 0.00	€ 0.00	€ 152.24	€ 22.85	€ 129.39

Split Of Amounts Withdrawn And Recovered During The Accounting Year By Accounting Year Of Declaration Of The Corresponding Expenditure						
	Withdrawals - Total Eligible Amount Of Expenditure	Withdrawals - Corresponding Private Contribution	Withdrawals - Corresponding Public Expenditure	Recoveries - Total Eligible Amount Of Expenditure	Recoveries - Corresponding Private Contribution	Recoveries - Corresponding Public Expenditure
In Relation To Accounting Year Ending 30.06.2015	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Out Of Which Amounts Corrected As A Result Of Audits Of Operations According To Article127(1) Of Regulation(E U) No1303/2013	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
In Relation To Accounting Year Ending 30.06.2016	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Out Of Which Amounts Corrected As A Result Of Audits Of Operations According To Article127(1) Of Regulation(E U) No1303/2013	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
In Relation To Accounting Year Ending 30.06.2017	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Out Of Which Amounts Corrected As A Result Of Audits Of Operations According To Article127(1) Of Regulation(E U) No1303/2013	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
In Relation To Accounting Year Ending 30.06.2018	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Out Of Which Amounts Corrected As A Result Of Audits Of Operations According To Article127(1) Of Regulation(E U) No1303/2013	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
In Relation To Accounting Year Ending 30.06.2019	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Out Of Which Amounts Corrected As A Result Of Audits Of Operations According To Article127(1) Of Regulation(E U) No1303/2013	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
In Relation To Accounting Year Ending 30.06.2020	€ 0.00	€ 0.00	€ 0.00	€ 152.24	€ 22.85	€ 129.39

Figure 264 Reporting on Withdrawals and Recoveries for the Accounting year N+n

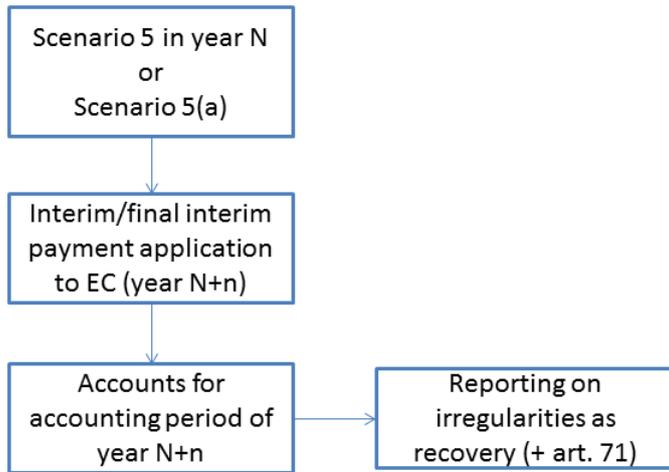
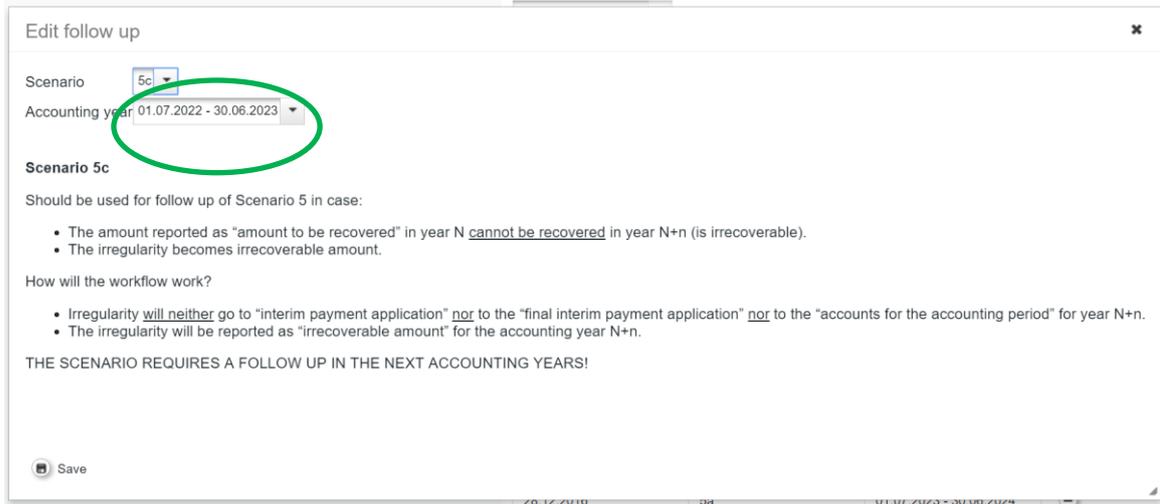


Figure 265 Workflow Scenario 5b

Scenario 5c

Should be used for follow up of Scenario 5 or Scenario 5a in case:

- The amount reported as “amount to be recovered” in year N cannot be recovered in year N+n (i.e. is irrecoverable).
- The irregularity becomes irrecoverable amount.



Edit follow up

Scenario **5c**

Accounting year 01.07.2022 - 30.06.2023

Scenario 5c

Should be used for follow up of Scenario 5 in case:

- The amount reported as “amount to be recovered” in year N cannot be recovered in year N+n (is irrecoverable).
- The irregularity becomes irrecoverable amount.

How will the workflow work?

- Irregularity will neither go to “interim payment application” nor to the “final interim payment application” nor to the “accounts for the accounting period” for year N+n.
- The irregularity will be reported as “irrecoverable amount” for the accounting year N+n.

THE SCENARIO REQUIRES A FOLLOW UP IN THE NEXT ACCOUNTING YEARS!

Save

Figure 266 Scenario 5c as a follow up of Scenario 5 or Scenario 5a

How will the workflow work?

- Irregularity will neither go to Interim payment application to EC nor to the Final interim payment application to EC nor to the Accounts for the accounting period for year N+n (the year manually selected in the follow up form).
- The irregularity will be reported as “irrecoverable amount” for the accounting year N+n.

THE SCENARIO REQUIRES A FOLLOW UP IN THE NEXT ACCOUNTING YEARS!

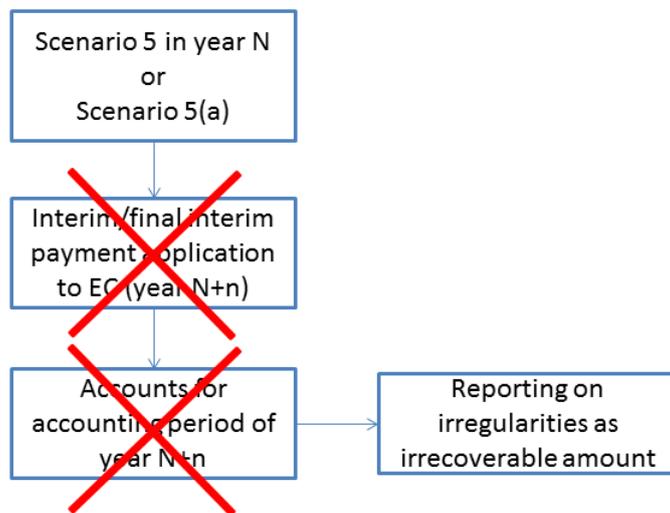


Figure 267 Workflow Scenario 5c

Scenario 5c(a)

Should be used for follow up of Scenario 5c in case:

- In the accounting year N+n+1 the Commission decides that the Programme does not have to repay the irrecoverable amount to the common budget of the European Union.

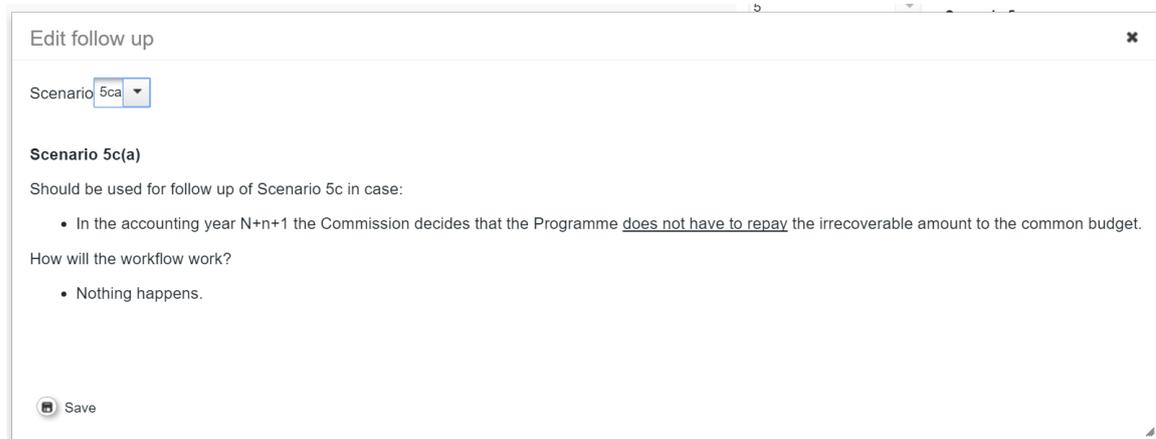


Figure 268 Scenario 5c(a) as a follow up of Scenario 5c

How will the workflow work?

- Nothing happens, the amount will no longer be reported as irrecoverable and the workflow is closed.

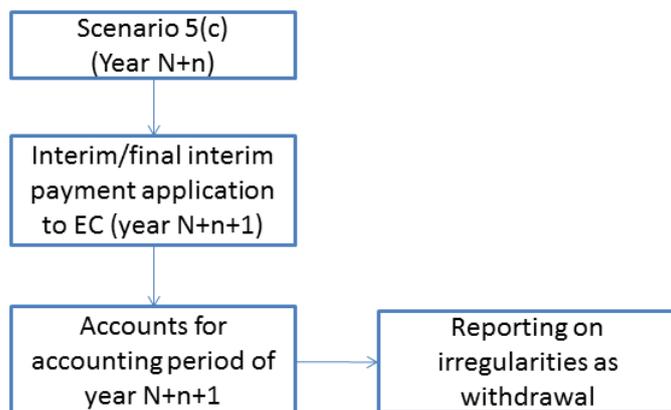
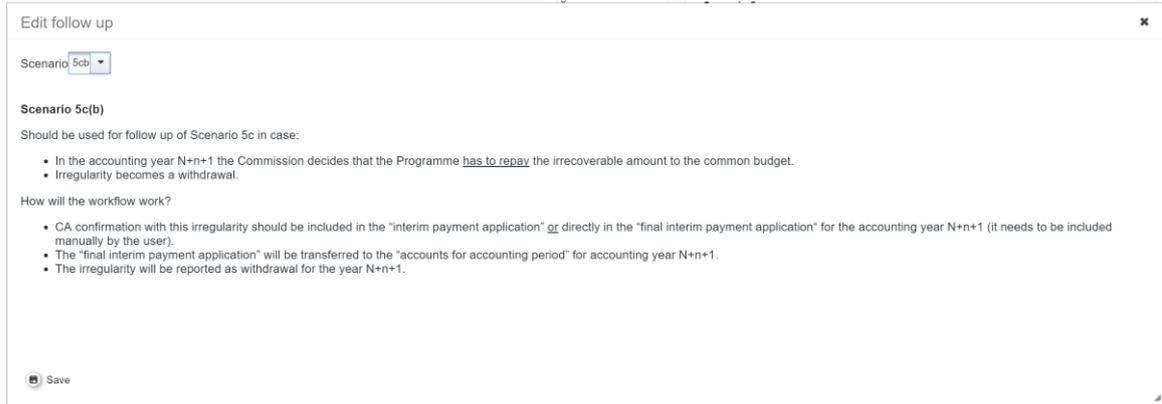


Figure 269 Workflow Scenario 5c(a)

Scenario 5c(b)

Should be used for follow up of Scenario 5c in case:

- In the accounting year N+n+1 the Commission decides that the Programme has to repay the irrecoverable amount to the common budget of the European Union.
- Irregularity becomes a withdrawal.



Edit follow up ✕

Scenario 5cb

Scenario 5c(b)

Should be used for follow up of Scenario 5c in case:

- In the accounting year N+n+1 the Commission decides that the Programme has to repay the irrecoverable amount to the common budget.
- Irregularity becomes a withdrawal.

How will the workflow work?

- CA confirmation with this irregularity should be included in the "interim payment application" or directly in the "final interim payment application" for the accounting year N+n+1 (it needs to be included manually by the user).
- The "final interim payment application" will be transferred to the "accounts for accounting period" for accounting year N+n+1.
- The irregularity will be reported as withdrawal for the year N+n+1.

Figure 270 Scenario 5c(b) as a follow up of Scenario 5c

How will the workflow work?

- CA confirmation with this irregularity should be included in the Interim payment application to EC or directly in the Final interim payment application to EC for the accounting year N+n+1 (it needs to be included manually by the user). It will be available on the list in a separate table ‘Scenario CA Confirmations’ as Scenario 5c(b).
- The Final interim payment application to EC will be transferred to the Accounts for accounting period for accounting year N+n+1.
- The irregularity will be reported as withdrawal for the year N+n+1. The workflow is closed.

Withdrawals And Recoveries

Priority	Withdrawals - Total Eligible Amount Of Expenditure	Withdrawals - Corresponding Private Contribution	Withdrawals - Corresponding Public Expenditure	Recoveries - Total Eligible Amount Of Expenditure	Recoveries - Corresponding Private Contribution	Recoveries - Corresponding Public Expenditure
ITP Priority 1	€ 1 740.60	€ 261.45	€ 1 479.15	€ 0.00	€ 0.00	€ 0.00
Total	€ 1 740.60	€ 261.45	€ 1 479.15	€ 0.00	€ 0.00	€ 0.00

Split Of Amounts Withdrawn And Recovered During The Accounting Year By Accounting Year Of Declaration Of The Corresponding Expenditure						
	Withdrawals - Total Eligible Amount Of Expenditure	Withdrawals - Corresponding Private Contribution	Withdrawals - Corresponding Public Expenditure	Recoveries - Total Eligible Amount Of Expenditure	Recoveries - Corresponding Private Contribution	Recoveries - Corresponding Public Expenditure
In Relation To Accounting Year Ending 30.06.2015	€ 1 588.36	€ 238.60	€ 1 349.76	€ 0.00	€ 0.00	€ 0.00
Out Of Which Amounts Corrected As A Result Of Audits Of Operations According To Article127(1) Of Regulation(E U) No1303/2013	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
In Relation To Accounting Year Ending 30.06.2016	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Out Of Which Amounts Corrected As A Result Of Audits Of Operations According To Article127(1) Of Regulation(E U) No1303/2013	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
In Relation To Accounting Year Ending 30.06.2017	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Out Of Which Amounts Corrected As A Result Of Audits Of Operations According To Article127(1) Of Regulation(E U) No1303/2013	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
In Relation To Accounting Year Ending 30.06.2018	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00

Figure 271 Reporting on Withdrawals and Recoveries for the Accounting year N+n+1

Lump sums for preparation costs and disabling flat rates for preparation costs

Two new call options were introduced in version 3_2 of the eMS. They can be used together or separately. Both privileges can be selected only if the workpackage preparation is activated.

Workpackage Settings

- Work Package Preparation
- Work Package Implementation
- Work Package Management: Activity Budget
- Work Package Management: Deliverable Description
- Work Package Communication: Activity Budget
- Work Package Communication: Deliverable Description
- Work Package Investment: Activity Budget
- Work Package Investment: Activity Description
- Work Package Investment: Deliverable Delivery Month
- Work Package Implementation: Activity Description
- Work Package Implementation: Deliverable Description
- Use Deliverables
- Display Targetgroups In Wp
- Activity Regional Impact (B Y C Z)
- Hide main outputs for longterm workpackage(only takes effect if there are no timeslots) (N W E)
- Use communication objectives connected to outputs (C E)

Budget Settings

- Cofinancing Source Fields
- Budget: Enable Office Flatrates Only
- Enable Individual Periods
- Budget: Allow Individual Office Subbudgetlines
- Budget: Allow Individual Expertise Subbudgetlines
- Budget: Allow Individual Investment Subbudgetlines
- Budget: Amount Per Unit
- Enable Assimilated Partners
- Fixed Staff Flatrate
- Standard Scales Of Unit Cost Invoices
- Consider Marketing Cost
- Enable lump sum preparation cost - Does not go through Flc

- Work Package Investment
- Work Package Communication
- Work Package Management: Activity Description
- Work Package Management: Deliverable Month
- Work Package Communication: Activity Description
- Work Package Communication: Deliverable Delivery Month
- Work Package Investment: Durability And Transferability Of Main Outputs
- Work Package Investment: Deliverable Description
- Work Package Implementation: Durability And Transferability Of Main Outputs
- Work Package Implementation: Activity Budget
- Work Package Implementation: Deliverable Delivery Month
- Disable Workpackages
- Allow Output Indicator Date
- Allow Also Output Indicators From Other Specific Objectives
- Use communication objectives connected to project specific objectives (C E)

- Budget: Enable Flatrates
- Budget: Enable In-Kind Contribution
- Budget: Allow Individual Staff Subbudgetlines
- Budget: Allow Individual Travel Subbudgetlines
- Budget: Allow Individual Equipment Subbudgetlines
- Budget: Allow Individual Net Revenue Subbudgetlines
- Allow Private Partners
- Indicative Budget Section (N W E)
- Use Maximum Office Flatrate
- Lump Sum Invoices
- Use Simplified budget
- Disable flatrate for preparation cost

Disable flatrate for preparation cost

If this call option is selected, no flat rates will be generated for the items in workpackage preparation. This means that even if the flatrates are activated, they will be generated for any other WP but preparation. This applies to the Application Form as well as for reporting.

Budget Flatrate

Flatrate Staff
 20.00%

Flatrate Office
 15.00%

 Recalculate Budget

Budgetline	Wp P - Preparation	Wp M - Management	Sum
Staff costs	€ 0.00	€ 10 768.04	€ 10 768.04
Office and administration	€ 0.00	€ 1 615.19	€ 1 615.19
Travel and accommodation	 € 0.00	 € 0.00	€ 0.00
External expertise and services	 € 50 000.00	 € 53 840.24	€ 103 840.24
Equipment	 € 0.00	 € 0.00	€ 0.00
Infrastructure and works	 € 0.00	 € 0.00	€ 0.00
Net Revenue	 € 0.00	 € 0.00	€ 0.00
Sum	€ 50 000.00	€ 66 223.47	€ 116 223.47

Figure 272 Partner budget, no flat rates for WP preparation are generated

Please note that this call option cannot be used retrospectively, it can only be used for new application forms.

Enable lump sum for preparation cost - does not go through FLC

If this call option is enabled, the system will use a different reporting workflow for preparation costs. All the partner budget from the WP Preparation will be marked as Lump Sum and reported automatically by LP or JS as lump sum.

There are no visible changes in application form, partners introduce their budgets as previously.

When the project is approved partners can normally report their cost for all other periods than period 0 and Workpackages other than WP preparation. The preparation cost report is triggered by LP or JS - each programme can decide who should be allowed to claim it (the user needs privilege ACCESS_CLAIM_LUMP_SUM_PREPARATION_COST_BUTTON).



Figure 273 Claim preparation cost button as LP role

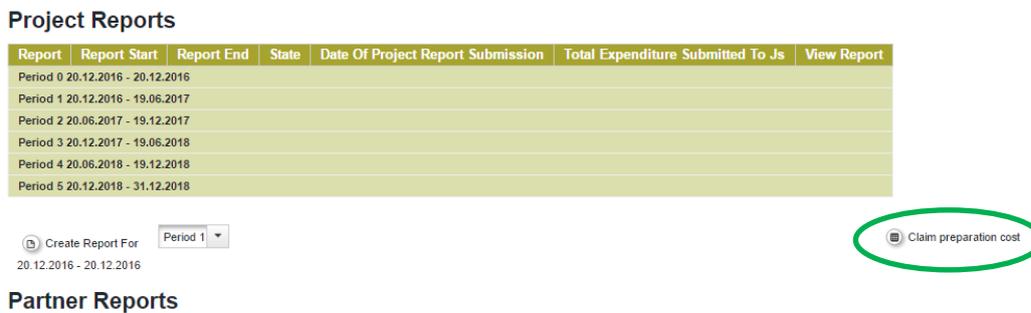


Figure 274 Claim preparation costs button

If you click on the button the system will ask for confirmation of the action. If confirmed the following will happen automatically:

1. The system will generate partner reports for all the partners who in the Application cost have planned costs in the WP Preparation. The reports will contain no text, just the List of Expenditure. All values will be taken from the Application Form and all items will be marked as lump sums.

Partner Reports

1 --

Report	Report Start	Report End	State	Date Of Partner Report Submission	Included In Project Report	Total Partner Expenditure Declared ERDF	View Report	Certificate
Period 0 20.12.2016 - 20.12.2016								
Report 0.1	20.12.2016	20.12.2016	Report FLC Certified	20.12.2016	Period 0 Project Report 1	€ 50 000.00		
Period 1 20.12.2016 - 19.06.2017								
Period 2 20.06.2017 - 19.12.2017								
Period 3 20.12.2017 - 19.06.2018								
Period 4 20.06.2018 - 19.12.2018								
Period 5 20.12.2018 - 31.12.2018								

Partner Living Tables

Figure 275 automatically generated preparation cost partner report

2. The partner report will be automatically marked as 'Report FLC Certified' but no FLC certificate will be available. The report will skip the FLC.
3. The system will automatically generate project progress report and mark it as 'Report submitted to JS' and attach all certificates of all automatically generated partner reports.

4. The project report will automatically be submitted to the JS.
5. The ‘Claim preparation cost’ button will be deactivated and cannot be pressed again.

Project Reports

Report	Report Start	Report End	State	Date Of Project Report Submission	Total Expenditure Submitted To Js	View Report
Period 0 20.12.2016 - 20.12.2016						
Report 0.1	20.12.2016	20.12.2016	Report In Progress	20.12.2016	€ 50 000.00	
Period 1 20.12.2016 - 19.06.2017						
Period 2 20.06.2017 - 19.12.2017						
Period 3 20.12.2017 - 19.06.2018						
Period 4 20.06.2018 - 19.12.2018						
Period 5 20.12.2018 - 31.12.2018						

 Create Report For Period 1
20.12.2016 - 19.06.2017

 Claim preparation cost

Partner Reports

Figure 276 automatically generated preparation cost project report

From this point, the normal workflow should be followed. The JS can access the report from the list of reports waiting for approval, can cut expenditure and approve it. It is possible to revert the report to the Lead Partner. LP can then modify it (e.g. add text) and resubmit. The LP cannot delete the report.

Similarly, MA and CA workflows remain unchanged.

AT CA level, all the expenditure from these reports will be marked as Lump Sums and reported as such. The system will also use ratio of public/private contribution from the Application Form and apply it on partner contribution from the automatically generated reports. The Total Public expenditure will be calculated accordingly.

Warning

It is not possible to repeat this reporting process!
The system does not allow for submission of any additional preparation costs reports.

Attention

It is possible to use this option only after the Lead Partner assign users for each of the project partners (in Supplementary Information/Users section). If not all partners have users assigned, the system will show a warning and not perform the lump sum reporting action.

Attention

This option can be turned on and used for projects that are already approved. The condition is that the projects DID NOT yet submit any preparation cost report!

Lump sum calculator

The lump sum calculator was introduced to ease the calculation process of total eligible amount for partners of programmes who allow lump sum based on fund amount. So if a programme allows e.g. 50.000 EUR ERDF for all partners, the partners need to share the lump sum between themselves and calculate the total eligible amount for each of them based on their co-financing rate. The lump sum calculator helps calculating such amounts.

The lump sum calculator is available for users with allocated user privilege ENABLE_LUMP_SUM_CALCULATOR and is accessible from the left side menu in the application form, partner budget view.

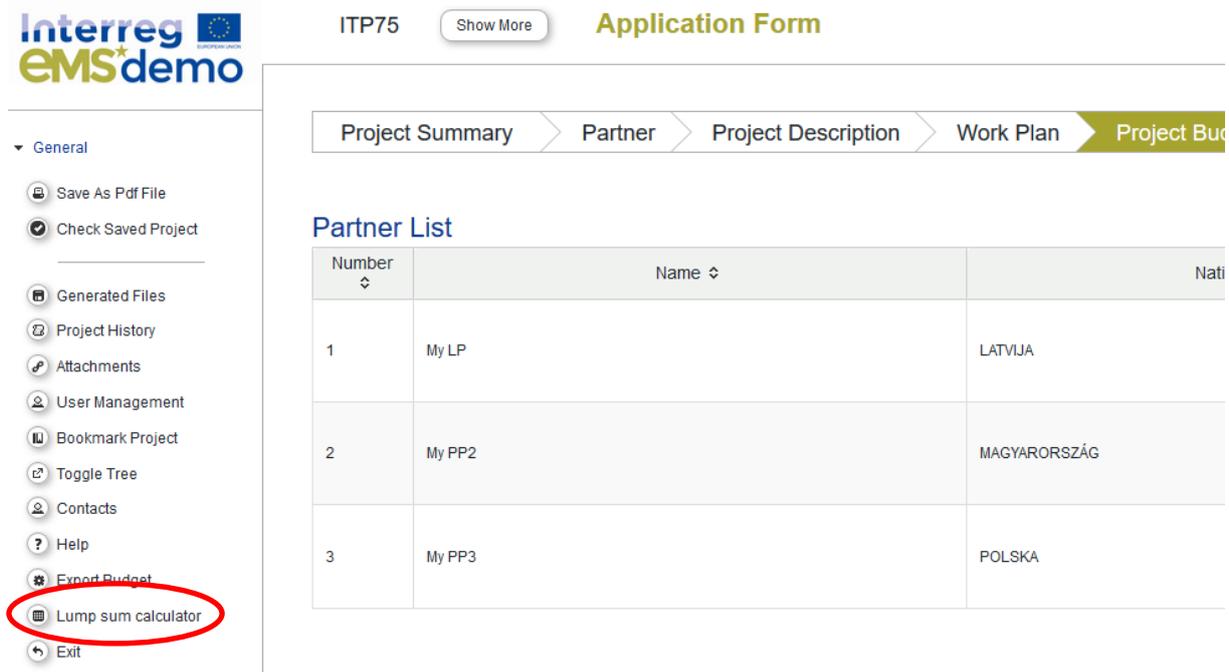
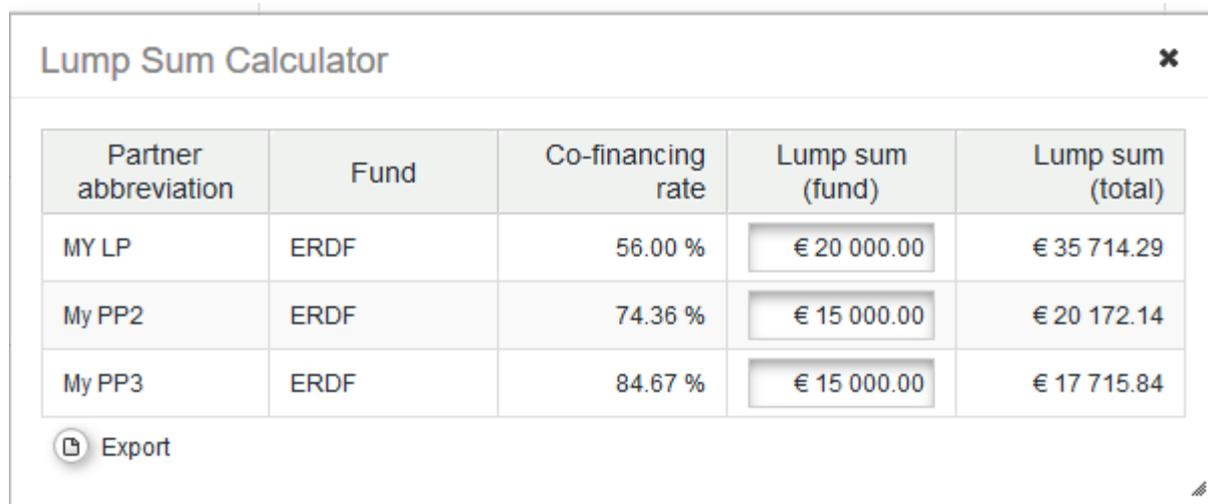


Figure 277 Access to the Lump Sum calculator

The calculator includes the list of the partners, their funding source and co-financing rate. Partners include the lump sum in fund amount - 'Lump sum (fund) and the system calculates the total eligible per partner which should be introduced in the budget - 'Lump sum (total)'. It is possible to export the calculated data to Excel.

The amounts calculated by the Lump Sum calculator are not transferred automatically to partner budgets, partners must introduce them manually in the budget tables.



Partner abbreviation	Fund	Co-financing rate	Lump sum (fund)	Lump sum (total)
MY LP	ERDF	56.00 %	€ 20 000.00	€ 35 714.29
My PP2	ERDF	74.36 %	€ 15 000.00	€ 20 172.14
My PP3	ERDF	84.67 %	€ 15 000.00	€ 17 715.84

Export

Figure 278 Lump Sum calculator

Attention

As the fund amount rounding principle always is round down to two digits after the comma, in order to get exactly the required amount of fund amount, the total eligible calculated by the lump sum calculator is rounded up to two digits after the comma.

Advance payments

A new functionality to monitor advance payments is foreseen in the eMS. First part of this functionality is introduced in version 3_2, the settlement of advance payments will be delivered with one of the upcoming versions.

In order to use the new functionality, the call option ‘Enable advance payments to projects’ need to be activated.⁵⁰

Budget Settings

- Cofinancing Source Fields
- Budget: Enable Office Flatrates Only
- Enable Individual Periods
- Budget: Allow Individual Office Subbudgetlines
- Budget: Allow Individual Expertise Subbudgetlines
- Budget: Allow Individual Investment Subbudgetlines
- Budget: Amount Per Unit
- Enable Assimilated Partners
- Fixed Staff Flatrate
- Standard Scales Of Unit Cost Invoices
- Consider Marketing Cost
- Enable lump sum preparation cost - Does not go through Flc
- Enable advance payments to projects
- Do not use workpackages in financial reporting

Max Flatrate Staff
25%

- Budget: Enable Flatrates
- Budget: Enable In-Kind Contribution
- Budget: Allow Individual Staff Subbudgetlines
- Budget: Allow Individual Travel Subbudgetlines
- Budget: Allow Individual Equipment Subbudgetlines
- Budget: Allow Individual Net Revenue Subbudgetlines
- Allow Private Partners
- Indicative Budget Section (N W E)
- Use Maximum Office Flatrate
- Lump Sum Invoices
- Use Simplified Budget
- Disable flatrate for preparation cost
- Show average cofinancing rate in budget-overview

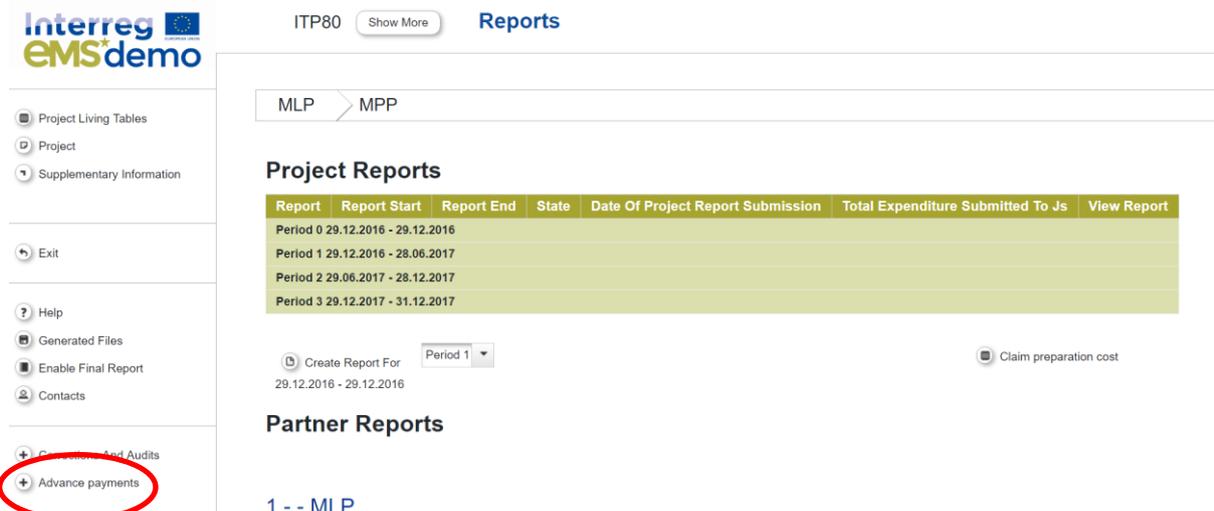
Max Flatrate Office
20%

Figure 279 Call option ‘Enable advance payment for projects’

Allocating advance payments to projects

If this call option is selected, the user with privilege

‘ACCESS_MAKE_ADVANCE_PAYMENT_MENU’ sees a button ‘Advance payments’ in the left-side menu of the project reporting overview.



The screenshot shows the 'Interreg EMSdemo' interface. On the left, a navigation menu lists various options, with 'Advance payments' circled in red. The main content area shows a breadcrumb trail 'MLP > MPP' and a 'Reports' section. Under 'Project Reports', there is a table with columns: Report, Report Start, Report End, State, Date Of Project Report Submission, Total Expenditure Submitted To Js, and View Report. The table lists four periods from 2016 to 2017. Below the table, there are options to 'Create Report For' (set to Period 1) and 'Claim preparation cost'.

Figure 280 Advance payments menu item

This button leads to advance payments overview table. In this table the JS can see all the advance payments introduced for this project and add a new one.

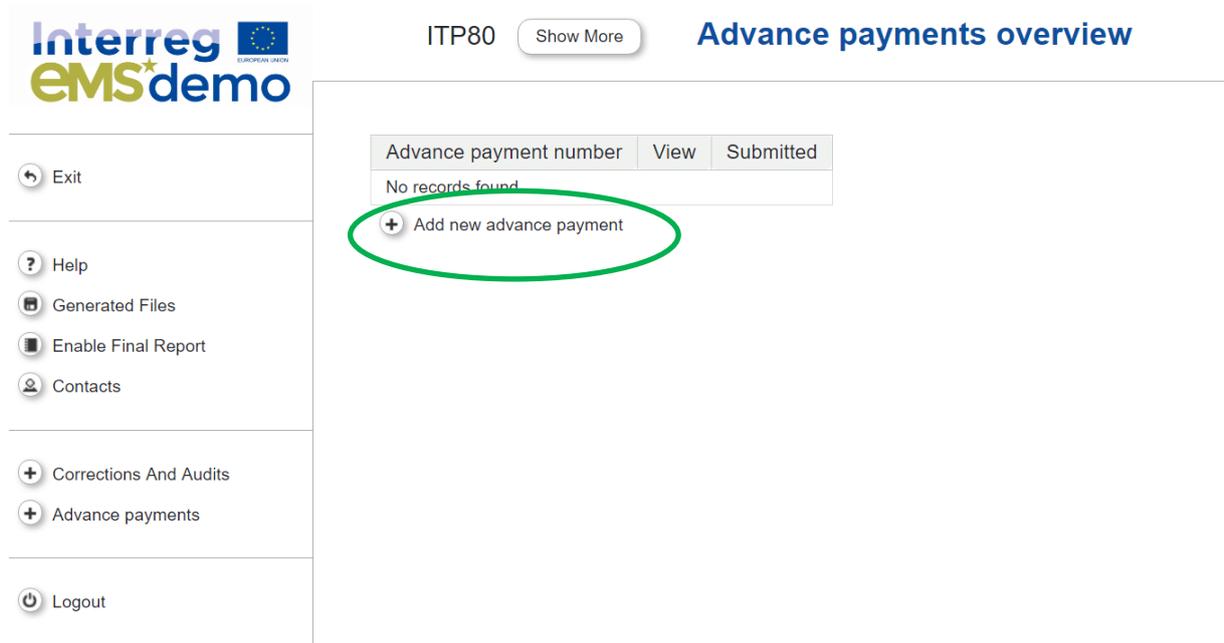


Figure 281 Adding advance payment to project

After clicking on ‘Add new advance payment’ you are transferred to a form where you can add information about advance payments to the project. First you need to mark partners that should receive advance payment and click on ‘Add entries for selected partners’.

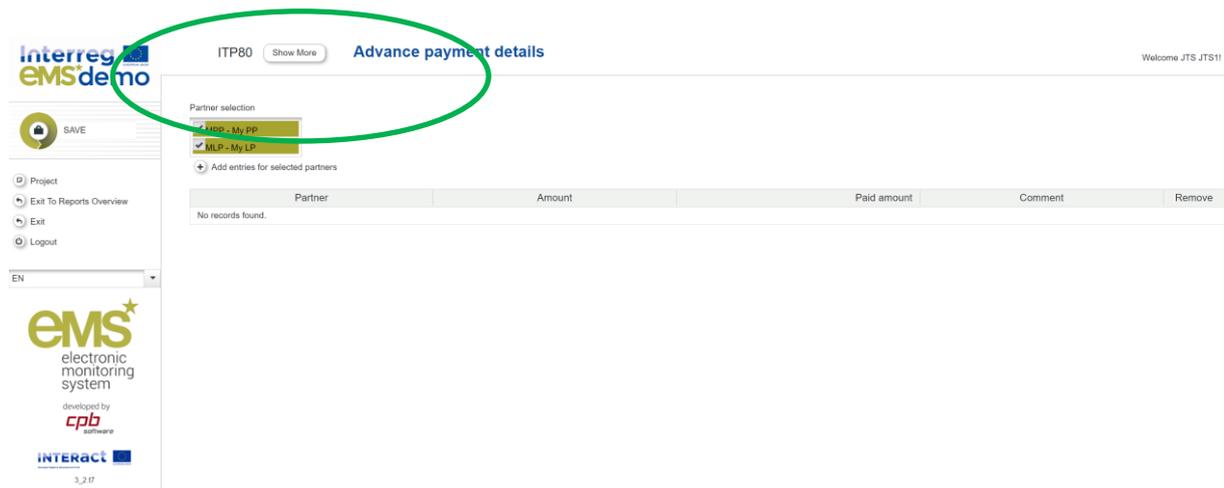
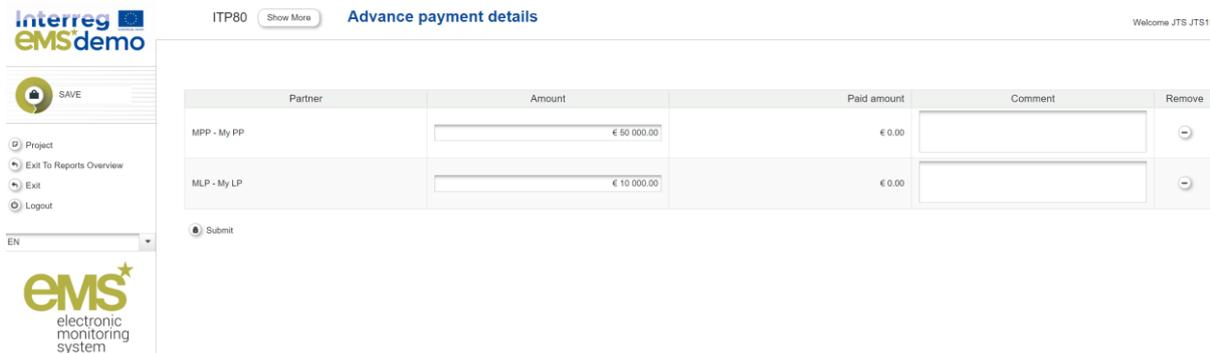
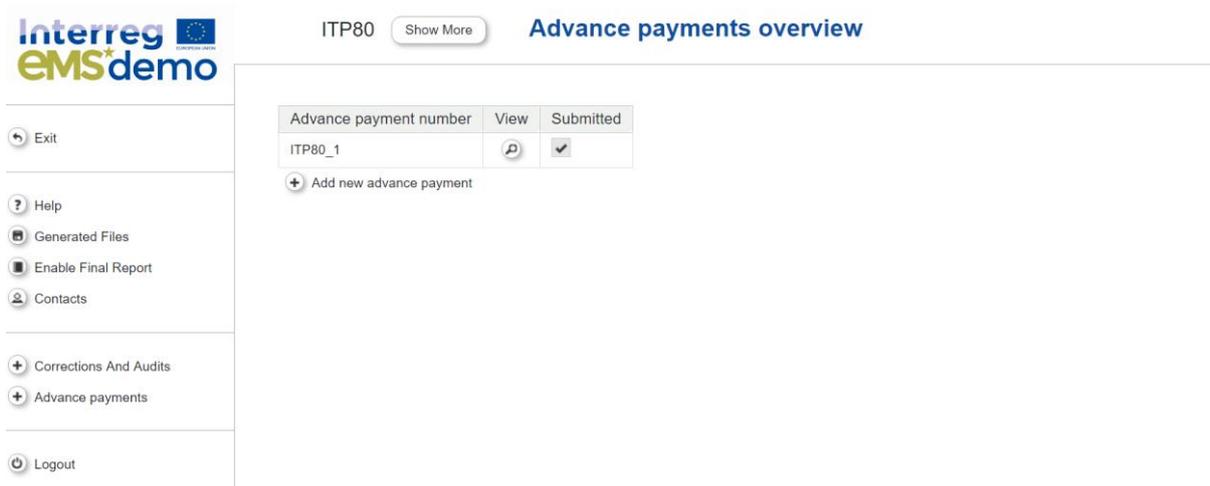


Figure 282 Adding advance payments for selected partners



Introduce amounts of advance payments for each of the partners and click on ‘Submit’ button.

The advance payment is recorded and submitted to CA for payment. The JS can see it on the list of advance payments for the project.



If the property automessage.submitAdvancePayment in message.properties is set to true, the CA will receive automatic message when the advance payment is submitted by JS and ready for payment.

The CA can see the list of all advance payments in a separate list under ‘Payments to projects’ menu item under CA confirmation menu.

Payments to Projects - Advance Payments																			
Project Id	Subprogramme	Priority Axis	Name	Acronym	Start	End	Lead Partner	LP Nationality	Call	Timeslot	Specific Objective	Submission Date Phase 1	Submission Date	Project State	Applicant Or Leadpartner	Officer In Charge	Advance payment total	Advance payment status	View advance payment
ITP13		ITP Priority 1	another test project	ATP	28.10.2016	27.11.2019	Institute for cooperation	POLSKA	Test the full CA call		ITP Specific objective 1.1		31.10.2016	Contracted	blukomska2		€ 60 000.00	Not Paid	
ITP80		ITP Priority 1			29.12.2016	31.12.2017	My LP	LATVIJA	Advance payment test call		ITP Specific objective 1.1		29.12.2016	Contracted	blukomska2		€ 60 000.00	Not Paid	

Figure 283 Advance payments under 'Payments to projects' menu

In order to introduce information on actual payments, you need to click on magnifying glass in the 'View advance payment' column.

Payments of advances work similarly as payments to projects. The payment can be done in full or in installments.

Save success Welcome Certifying Authority

Advance payment claims

i Save success x

Partner Number	Partner Abbreviator	Total Amount	Date Of Payment	Comment	Instalments
2	MPP	€ 50 000.00	29.12.2016		Paid In Full <input checked="" type="checkbox"/> Paid In Full <input type="checkbox"/> Installment 1 - Date Of Payment <input type="text" value="29.12.2016"/> Amount <input type="text" value="5 000.00€"/> Comment <input type="text"/> + Add Instalment
1	MLP	€ 10 000.00			

Figure 284 Paying of advance payments

More functionalities for advance payments are under development and will come with the next version of the eMS.

Modification Request

Needed user rights / privileges

Monitoring Committee/JTS - MG_CHANGEREQUESTS is the privilege which enables users to request modifications, approve modifications requests from LPs and to finalize modifications. It also enables the user to see the Overview list of all modification requests (see below).

Lead Partner - No special privilege needs to be assigned to ask for modification from the side of a LP.

The eMS handles three different ways to reopen already submitted applications:

- 1) Via **modification requests**. This is the only way to generate a **NEW VERSION** of the application form and can be done at any stage of the programme implementation before the project status is set to 'Finalised'. After the finalization of a modification, the old version of the AF is archived and a new one is created and becomes the valid application form. This process is described in detail below.
- 2) Via 'revert to saved' or 'revert to saved2' (in the case of a 2-step call). This simply reopens the application form for further editing. **NO NEW VERSION** of the application form is generated after the LP submits again the modified AF (for more details check out the chapter on reverting).

Warning

Re-submission of reopened application form creates a new submission with a new date! No trace of previous submission is kept in the eMS except for the audit log.

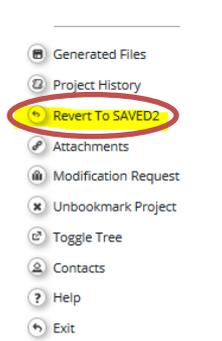


Figure 285 Revert to SAVED2 reopens an application form for further editing **WITHOUT** generating a new version of the Application Form.

- 3) Via reopening the attachment upload section. This opens the attachment upload section for further uploads by the LP. The rest of the application form remains closed. No new version of the Application form is generated but it is easily traceable which attachment was uploaded.

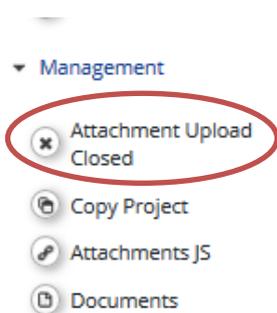


Figure 286 'Attachment upload closed' can be changed to 'attachment upload open' to allow the applicant to upload further documents

Who can initiate a modification?

Modifications can either be initiated by a programme authority (e.g. JS, MC) or by the Lead Partner. Furthermore, modifications are initiated automatically if a project is 'approved under conditions' (after MC decision).

- **Approved under conditions:** Applications approved under conditions in the 'Funding Decision (MC)' interface are automatically re-opened for modifications by the LP. The following workflows are initiated:
 - Approval under conditions opens request for modification -> LP modifies AF -> JS approves modification -> new version of the AF is generated. OR
 - Approval under conditions opens request for modification -> LP modifies AF -> JS requests further modifications -> LP modifies AF -> JS approves modification -> new version of the AF is generated. OR
 - Approval under conditions opens request for modification -> LP modifies AF -> JS rejects modification -> project status is changed to Rejected and project is archived.
- **Programme Authorities:** A user with the privilege to manage change requests (MG_CHANGEREQUESTS) such as e.g. JS can initiate a modification by pressing the 'request modification' button in the project view. The JS user is then asked to enter information about the requested modification into a user interface. Saving directly opens the Application Form for the LP to be edited and informs the LP about the requested modification. The following workflow are initiated:
 - JS requests modification -> LP modifies AF -> JS approves modification -> new version of the AF is generated. OR
 - JS requests modification -> LP modifies AF-> JS requests further modifications -> LP modifies AF -> JS approves modification -> new version of the AF is generated. OR
 - JS requests modification -> LP modifies AF -> JS rejects modification -> AF remains not changed and no new version of the AF is generated.
- **Lead Partner:** Project Lead Partner can request a modification by pressing the 'request modification' button. The LP is then asked to enter information about the intended modification into a user interface. Saving informs the JS about the

request. JS can then approve the modification request and open the Application Form for editing by the LP or reject the request. The following workflows are initiated:

- LP requests permission to modify -> JS approves request for modification -> LP modifies AF -> JS approves modification -> new version of the AF is generated.
- LP requests permission to modify -> JS approves request for modification -> LP modifies AF -> JS requests further modifications -> LP modifies AF-> JS approves modification -> new version of the AF is generated. OR
- LP requests permission to modify -> JS approves request for modification -> LP modifies AF -> JS rejects modification -> AF remains not changed and no new version of the AF is generated.

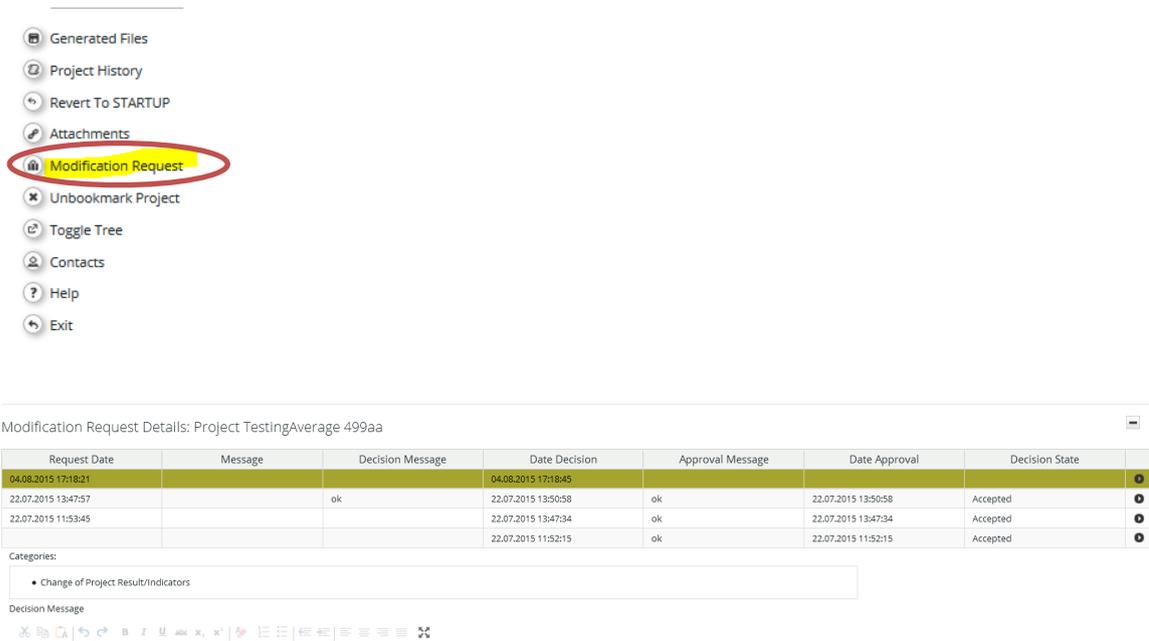


Figure 287 The menu item ‘Modification request’ leads to the overview list of all modifications for a project and related messages

When can a modification be requested?

- A modification request is automatically opened after an application is ‘approved under conditions’
- Programme authorities with the user right (MG_CHANGEREQUESTS) can open modification requests at any time after submission of an Application form even BEFORE the application has been approved or contracted. This was requested by programmes that want to allow modifications prior to project approval e.g. during the assessment of applications. Other programmes are more likely to modify applications forms only after a project has been approved or approved under conditions.

- **Lead Partners** can requests modifications after the project has been handed over to a lead partner and the LP has been approved by the JS. Before that stage it is not possible for LPs to request modifications.

Attention

No authority can request modifications for projects which are finalized or archived.

Attention

It is always the last valid application form which is a subject to modification request, not the initial one!

Attention

It is not possible to initiate a modification request (neither by programme authorities nor by Lead Partner) if a previous modification is not finalized (i.e. approved or rejected by JS).

Approved under conditions

For information on modifications initiated when applications are approved under conditions, please refer to the Chapter ‘Decision’.

Modifications initiated by the JS

The JS can initiate a modification any time after the application has been submitted until the project is finalized. In the project view, the JS can initiate modification using the left-side menu item ‘Application and Contract’→ ‘Request Modification’.

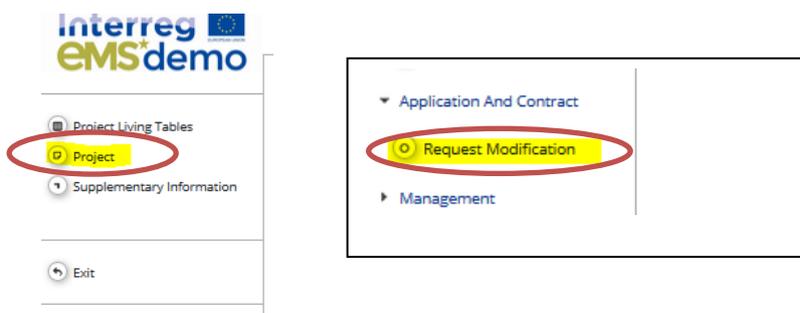


Figure 288 (JS view) To request a LP to modify the AF, the JS enters the project view and requests a modification

A modification initiated by the JS, automatically opens the AF for modification by the LP.

Modifications requested by the LP

After the LP has been approved (see ‘handover’ chapter), he/she can ask for permission to modify the AF using the left-side menu item ‘Application and Contract’ → ‘Request Modification’.

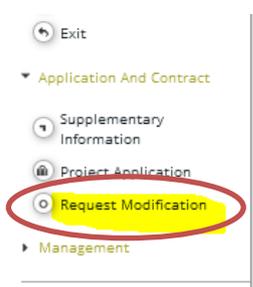


Figure 289 (LP view) Requesting the JS to open the AF for modifications

The LP then needs to wait for the approval by the JS to continue with the modification. Once the JS approves the modification request, the AF will be unlocked for editing.

The JS has the following options:

- ‘New’: The JS does not decide yet whether to refuse or accept the request to modify the AF. Please note that the wording will be changed to ‘-’ as ‘new’ is confusing.
- ‘Mr Refuse’: Modification request refused. The JS refuses the request to modify the AF. This closes the request and the AF remains locked. The LP can decide to open a new modification request.
- ‘Mr Accepted’: Modification request accepted. The JS accepts the request for modification and the AF is unlocked for editing by the LP.

Modification Request Details: Project Test4FLCChecklist1

Request Date	Message	Decision Message	Date Decision	Approval Message	Date Approval	Decision State
21.12.2015 11:40:18	I need to add a partner					

State

Mr Accepted

- New
- Mr Refuse
- Mr Accepted

Categories:

- Change of Partnership

Please go ahead.

Figure 290 (JS view): The JS can accept or decline a request by the LP to modify the AF

JS choses the decision in the drop-down, enters a message text, presses ‘Save Mr evaluation’ and ‘submit Mr evaluation’.

If ‘Mr accepted’ is chosen, the AF is now open for modifications and the LP can edit the AF.

Modification Request Details: Project Test4FLCChecklist1

Request Date	Message	Decision Message	Date Decision	Approval Message	Date Approval	Decision State
21.12.2015 11:40:18	I need to add a partner	Please go ahead.	21.12.2015 11:51:50			Accepted

Message

I need to add a partner

Decision Message

Please go ahead.

Approval Message

Figure 291 (LP view) After the programme allowed the LP to modify the application form, the Modification Request section appears as default view when opening the project

The LP can now modify the AF and submit the modified AF to the JS for approval.

The JS can use the ‘Compare modifications’ function of the eMS to compare the old AF with the modifications proposed by the LP (‘track changes’) (see below).

Modification Request Details: Project TestAgain

Request Date	Message	Decision Message	Date Decision	Approval Message	Date Approval	Decision State
18.12.2015 00:00:00		Please extend the duration of your project to 12 months and modify the project budget accordingly. Please also make sure to secure to publish all project outputs on the project's website.	18.12.2015 14:13:09	We accept your modifications	18.12.2015 14:13:09	Accepted

Figure 292 After the modification has been approved, the 'decision date' is added to the 'modification request' interface.

Compare Modifications - Track changes

There are two modes for the authorities to compare proposed modifications with the presently valid version of the AF.

- 1) The first mode makes the changes visible in form of a tree. Modifications can be seen as separate elements in a table view.

Figure 293 Compare Modifications - Tree view

- 2) The second mode uses the pdf extraction of an application form for comparison. This comparison is similar to the track changes function used by some office software. To access this mode, users need to press 'Compare html'.

@Partner		@Programme Co-financing		@Contribution		@Total Eligible Budget
@Partner Abbreviation	@Country	@ERDF	@ERDF Co-Financing(%)	@Public Contribution	@Private Contribution	
H12 Leadpartner	H1201	OSTERREICH	625.70	90.00 %	29.73 %	500.00
H12 Projectpartner 1	H12001	HRVATSKA	1.475.00	85.00 %	70.27 %	200.00
Sub Total For Partners Inside			2.104.70	100.00 %	700.00	800.00

Figure 294 Compare Modifications - HTML view

Keeping track of modifications, decisions and contract amendments

The eMS stores all versions of the Application Form in consecutive order under the menu item ‘project history’.

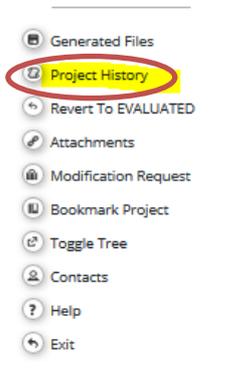


Figure 295 To access the project history enter the project and press ‘project history’

The Project History gives an overview of the different versions of application forms. Authorities can insert additional information about the different versions of the AF, when and who decided etc. Additionally, contract amendments or other relevant documents can be uploaded here. The date of signing the subsidy contract (or amendments to the contract) is also entered here.

Different versions of application forms can always be compared via the comparison function.

Mod Number	Status	Date Of Approval Rejection	Valid Af	Type Of Modification	Who Decided	Date Of Signature Of Subsidy Contract	Number Of Contract Amendment	Comment	Attachment	Attachment Description	Attachment Upload Date	Attachment Uploaded By	Compare
0	CR_ACCEPTED				MC	13.08.2015	1						
1	ACCEPTED			Change of Budget, Change of Activities	JTS1			Budget & Activities ändern					
2	CR_DONE												

Figure 296 The project history shows important events in the lifetime of a project

The eMS also shows all currently open modifications for all projects under the ‘modification request’ menu item at the programme level.

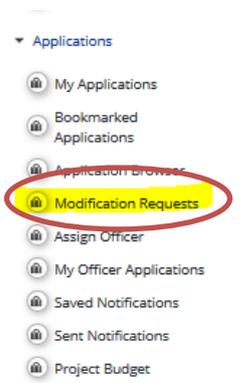


Figure 297 To access the overview of open modifications, press ‘Modification requests’.

Project statuses during modifications

Modifications lead to changes in the status of a project as can be seen in the various overview lists of projects and in the project history.

	Status in 'My Applications'	Status in 'Application Browser'	Status in 'Modification requests' overview	Versions shown in Project History
LP requested permission to modify	Cr	Cr	Cr	CR
JS granted permission to modify	Cr_in_process	Cr_accepted (=old version) Cr_in_process (=version to be modified)	Cr_in_process	CR_ACCEPTED CR_IN PROCESS
JS refused permission to modify	Contracted (=old version)	Contracted (=old version)	Contracted (=old version)	CONTRACTED
LP submitted modified AF	Cr_done	Cr_accepted (=old version) Cr_done (=modified version)	Cr_done	CR_ACCEPTED CR_DONE
JS approved modified AF	Contracted	Archived (=old version) Contracted (=modified version)	<i>not shown</i>	ARCHIVED CONTRACTED
JS rejected modified AF	Contracted (=old version)	Contracted (=old version) Archived_copy_cr (=archived version of the rejected modified AF)	<i>not shown</i>	CONTRACTED ARCHIVED_COPY_CR

As can be seen, once the JS permits the LP to modify the AF, the application browser shows the project twice. Cr_accepted is the old AF, Cr_in_process is the one, which is undergoing the modification. Once the LP submitted the modified AF to the JS, there will also be two versions: Cr_accepted is still the old AF, Cr_done is waiting for approval by the JS. After the JS approved the modified AF, the old one will be archived and the new one will be shown as 'contracted'

Note: It is possible to translate or rename these statuses in your version of the eMS.

Application Browser W

Project Id	Subprogramme	Priority Axis	Name	Acronym	Start	End	Lead Partner	LP Nationality	Call	Timeslot	Specific Objective	Submission Date	Project State
304													
ITP306		Environmental Protection	Test4FLCchecklist	Test4FLCchecklist	06.03.2015	06.03.2017	My LP 1 in english		MaxTestCall2_0.11		Conservation and development of heritage		Cr_accepted
ITP306		Environmental Protection	Test4FLCchecklist	Test4FLCchecklist	06.03.2015	06.03.2017	My LP 1 in english		MaxTestCall2_0.11		Conservation and development of heritage		Cr_done

Save Columns Columns Export As Xls

Figure 298 (JS view) After the LP submitted the modified AF, the application browser shows the project twice.

After the JS approves the the Cr_done version, a new AF is generated and the old one is archived.

Application Browser W

Project Id	Subprogramme	Priority Axis	Name	Acronym	Start	End	Lead Partner	LP Nationality	Call	Timeslot	Specific Objective	Submission Date	Project State
304													
ITP306		Environmental Protection	Test4FLCchecklist	Test4FLCchecklist	06.03.2015	06.03.2017	My LP 1 in english		MaxTestCall2_0.11		Conservation and development of heritage		Archived
ITP306		Environmental Protection	Test4FLCchecklist	Test4FLCchecklist	06.03.2015	06.03.2017	My LP 1 in english		MaxTestCall2_0.11		Conservation and development of heritage		Contracted

Save Columns Columns Export As Xls

Figure 299 After the JS accepts the modification, the application browser archives the old AF and shows the new version in the status ‘contracted’.

In the ‘my applications’ view only the latest version of the AF is shown.

My Applications

Project Id	Subprogramme	Name	Acronym	Start	End	Lead Partner	LP Nationality	Call	Timeslot	Specific Objective	Submission Date	Project State
304												
ITP306		Test4FLCchecklist	Test4FLCchecklist	06.03.2015	06.03.2017	My LP 1 in english		MaxTestCall2_0.11		Conservation and development of heritage		Contracted

Figure 300 (JS, LP) In the ‘my applications’ view only one version of the AF is show.

Reverting

At different stages of the workflow, eMS enables reverting a project or a report to a previous stage based on the privileges.

Revert a project to **SAVED**

Needed user rights / privileges

The user (usually JTS) able to revert a project to “Saved” needs to be assigned a privilege CAN_REVERT_PROJECTSTATE.

How to revert a project to **SAVED**

Logged in as JTS, you can revert the submitted projects (in the state SUBM or PART_SUBM) to the SAVED state, thus enabling the applicants to reedit the project. The corresponding button can be found in the left side menu under the General items.

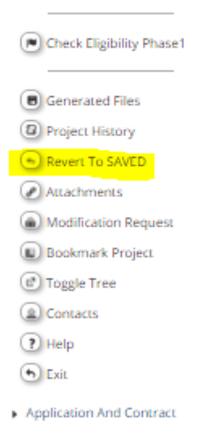


Figure 301 Reverting a project to **SAVED**

Revert a project to **SUBM/ PART_SUBM**

Needed user rights / privileges

The user (usually JTS) able to revert a project to “SUBM” or “PART_SUBM “ (in the first step of a two-step proceeding) needs to be assigned a privilege CAN_REVERT_PROJECTSTATE.

How to revert a project to **SUBM/ PART_SUBM**

Logged in as JTS, you can revert an eligible or first-step eligible (state: Eligible_phase1) project to the SUBM/PART_SUBM state, thus providing a possibility of repeated eligibility evaluation or further reverting the project back to an applicant. The corresponding button can be found in the left side menu under the General items.

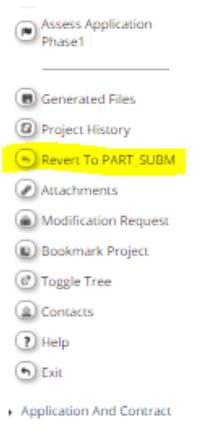


Figure 302 Reverting a project to SUBM/ PART_SUBM

Revert a project to ELIGIBLE

Needed user rights / privileges

The user (usually JTS) able to revert a project to “Eligible” or “Eligible_phase1 “ (in the first step of a two-step proceeding) needs to be assigned a privilege CAN_REVERT_PROJECTSTATE.

How to revert a project to the Eligible / Eligible_phase1

Logged in as JTS, you can revert an evaluated or first-step evaluated (state: Evaluated_phase1) project to the Eligible / Eligible_phase1 state, thus providing a possibility of repeated quality assessment or possibility of further reverting the project back to eligibility evaluation. The corresponding button can be found in the left side menu under the General items

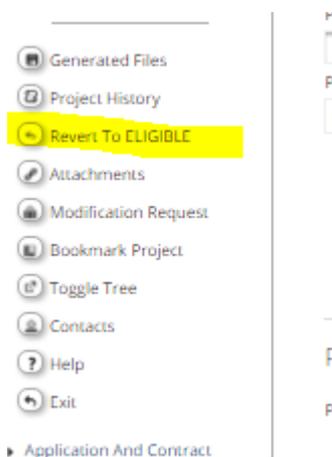


Figure 303 Reverting a project to ELIGIBLE

Revert a project to EVALUATED

Needed user rights / privileges

The user (usually JTS) able to revert a project to “Evaluated” or “Evaluated_phase1 “ (in the first step of a two-step proceeding) needs to be assigned a privilege CAN_REVERT_PROJECTSTATE.

How to revert a project to Evaluated / Evaluated_phase1

Logged in as JTS, you can revert a project after recommendation or first-step recommendation (states: Recommended, Recommended_under_conditions, Not_recommended, Recommended_p1, Recommended_under_conditions_p1, Not_recommended_p1) to the Evaluated / Evaluated_phase1 state, thus providing a possibility of repeated recommendation or possibility of further reverting the project back to quality assessment.

Similarly, the projects already approved, approved under condition, not approved or projects in the handover state can be reverted to the Evaluated state.

The corresponding button can be found in the left side menu under the General items.

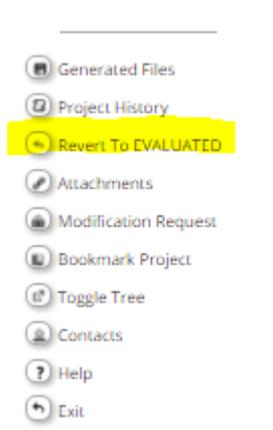


Figure 304 Reverting a project to EVALUATED

Revert a files project to Handover

Needed user rights / privileges

The user (usually JTS) able to revert a project to “Handover” needs to be assigned a privilege CAN_REVERT_PROJECTSTATE.

How to revert a project to Startup

Logged in as JTS, you can revert a project to be contracted (state: Contracting) to the Handover state, thus providing a possibility of another trial for lead partner user choice. The corresponding button can be found in the left side menu under the General items.



Figure 305 Reverting a project to Handover

Revert a project to Startup

Needed user rights / privileges

The user (usually JTS) able to revert a project to “Startup” needs to be assigned a privilege CAN_REVERT_PROJECTSTATE.

How to revert a project to Startup

Logged in as JTS, you can revert a contracted project to the state before contracting (Startup) thus providing a possibility of editing the supplementary information. The corresponding button can be found in the left side menu under the General items.

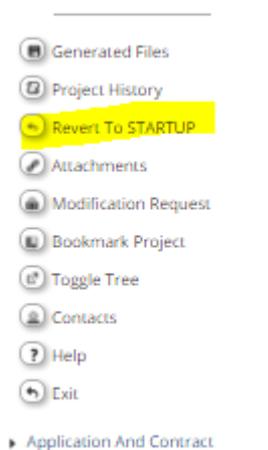


Figure 306 Reverting a project to Startup

Revert a report

Reverting a partner report

Partner report cannot be reverted to the applicant by an FLC user directly. The FLC needs to contact a JTS and ask for opening an additional report for the particular user. Further details can be specified via internal message.

Reverting a project progress report by JTS

If JTS is not satisfied with the provided Project Progress Report or its part, it can revert it to the LP by clicking the corresponding item at the bottom of the left-side menu.

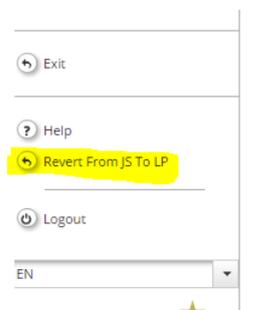


Figure 307 Reverting the Project Progress Report to LP

If JTS is not satisfied with the FLC report and/or certificated expenditures, it can revert it either to the FLC or to a project partner by clicking the corresponding button in the “List Of Partner FLC Certificates” section of the Project Progress Report.

List Of Partner FLC Certificates								
certified By F L C	Include In Project Finance Report	Total Partner Expenditure Included	Co-financing Source	Co-financing Rate(%)	Total Partner E R D F Included	Total Partner I P A I I Included	Flc Report	Revert
€ 651.90	<input checked="" type="checkbox"/>	€ 651.90	ERDF	85.00 %	€ 651.90		Show Report	<input type="button" value="Revert From Jc To Flc"/> <input type="button" value="Revert From Jc To Pp"/>
€ 625.00	<input checked="" type="checkbox"/>	€ 625.00	ERDF	85.00 %	€ 625.00		Show Report	<input type="button" value="Revert From Jc To Flc"/> <input type="button" value="Revert From Jc To Pp"/>

Figure 308 Revert Project Progress Report to FLC or PP

Reverting a project progress report by MA

If MA is not satisfied with the provided Project Progress Report or its part, it can revert it to the JTS by clicking the corresponding item at the bottom of the left-side menu.

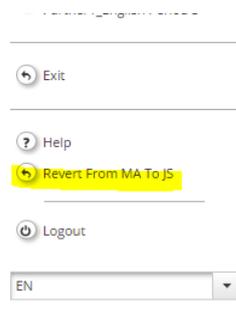


Figure 309 Reverting the Project Progress Report to JTS

Reverting a project progress report by CA

If CA is not satisfied with the provided Project Progress Report or its part, it can revert it to Ma or JTS by clicking the corresponding item at the bottom of the left-side menu.

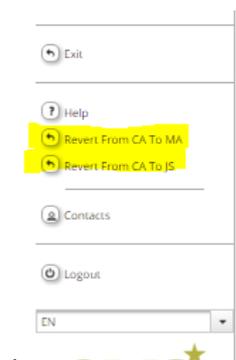


Figure 310 Reverting the Project Progress Report to JTS or to MA

Rounding

We faced some rounding issues in the eMS and had to look for a new solution. Our initial specification of storing 10 digits after the comma (high precision) in the technical database and showing two digits in the user interface has led to a situation where sums in the tables of the user interface do not always match and fund values as well as flat rates sometimes exceed the % limits. Rounding issues in the eMS are caused by all calculations that increase the number of digits after the comma. Specifically in the eMS these are:

- Calculating fund amounts (i.e. applying the co-financing rate)
- Currency conversion (applying the currency conversion rate)
- Flat rates (e.g. 15% of a budget line value)

After any of these calculations, the eMS needs to know what to do with the digits after the comma. Specifically it needs to know:

- 1) How many digits after the comma to keep in the technical database (24,8958754345 OR 24,89)
- 2) How to round (e.g. arithmetically, truncating, etc.) (24,90 OR 24,89)
- 3) How many digits after the comma show in the user interface and how to round the amount to be shown.

In the new version of the eMS (3_1.0) a new solution was developed and **now every eMS programme will have to choose between one of two options for currency exchange and flat rates.**

This is what is implemented in the eMS:

- Flat rate calculations

The result of the flat rate calculations can be configured in the programme properties. There are two properties, which should be configured. First, the property

flatrateCalculationPrecision sets how many digits after the comma will be stored in the technical database after the calculation of the flat rate. The system will always display only 2 digits, but if you set this property to more than 2, the high precision amounts will be stored and used for calculations.

The property **flatrateCalculationRoundingMode** sets the rounding mode for the result of the flat rate calculation. If you decide to round it down the system will round down with selected number of digits. So, if you set the **flatrateCalculationPrecision** at more than 2 digits (e.g. 5), the rounding will be applied only at 5th digit after the comma.

For example, with the following configuration **flatrateCalculationPrecision=5** and **flatrateCalculationRoundingMode=RoundingMode.DOWN** the amount 2,345676898 will be stored as 2,34567. If you change a rounding mode to UP or HALF_UP the same amount will be stored as 2,34568.

Please note, all amounts which are stored with more than 2 digits after the comma will be displayed in the user interface as 2 digits after the comma, rounded down. In the already mentioned example, if the result of flat rate calculations is stored with 5 digits after the comma and rounded down the amount in the database is 2,34567 (it is used for all future calculations) but the amount the user can see will be 2,34. User can see the actual amounts in the tables exported to Excel.

- Currency conversion

Similarly, the result of applying the currency exchange rate needs to be rounded and the programmes can decide on the number of digits after the comma to be stored and the rounding mode. The following properties can be configured in the programme properties file: **currencyExchangeCalculationPrecision** and **currencyExchangeCalculationRoundingMode=RoundingMode.DOWN**.

- Single items are shown in the user interface with two digits after the comma. In case you choose the two digit rounding option, what you see in the user interface and what is in the database will be exactly the same. In case you choose 3-10 digits after the comma, the user interface will show two digits (rounded down) while the database stores more digits.
- The exporting of all the tables to Excel format will show the REAL values from the database (i.e. if in the DB there are 10 digits then the export shows 10 digits).

Please see the two examples below and their consequences:

1) If you decide to go for higher precision and store item values with more than 2 digits after the comma (max 10 digits) the mathematical precision will be high. BUT if you add up the sub-totals or items displayed in the summary tables in the user interface, the total might differ by few eurocents.

eMS configured at 5 digits after the comma, rounding mode HALF_UP		
Actual amount	Amount stored in the database and used for calculations	Amount displayed in the eMS
22.56458575	22.56459	22.56
1.256987411	1.25699	1.25
1.11111111	1.11111	1.11
75.12548963	75.12549	75.12
100.05817390	100.05818000	100.04000000
Total that will be displayed in the eMS	100.05	

2) If you decide to work with two digits after the comma only (setting properties for results of currency exchange AND flat rates at 2 digits, no matter which rounding mode) all the overview tables will always be correct (i.e. the sum of sub-totals and also sum of all displayed items will add up to the totals) BUT there could be some differences when re-calculating the flat rates or exchange rates at the total level. If every single expenditure item is converted, every item needs to be rounded as well. If you do this to many items the rounding error adds up - a potential disadvantage for the beneficiary. If you store only 2 digits after the comma the calculations are less precise compared to using e.g. 10 digits after the comma. If you use 2 digits after the comma only, what you see and what you get always match (all the totals and sub-totals) but the calculation precision is lower.

eMS configured at 2 digits after the comma, rounding mode DOWN		
Actual amount	Amount stored in the database and used for calculations	Amount displayed in the eMS
22.56458575	22.56	22.56
1.256987411	1.25	1.25
1.111111111	1.11	1.11
75.12548963	75.12	75.12
100.05817390	100.04	100.04
Total that will be displayed in the eMS	100.04	

Please also remember about the cuts done by different authorities. They cut with precision of 2 digits after the comma and might not be aware that the real amounts behind contain more digits.

We consulted with developers of banking software to find out how they solve rounding issues in currency conversions and it turns out they always work with only two digits after the comma as working with money implies the smallest amount possible is 0,01. They usually round arithmetically HALF_UP. This means if the banking software converts many items into e.g. EURO, the total of these values after conversion will possibly be slightly higher compared to what you get when you apply the conversion rate to the unconverted total of all items. Of course, in the case of the eMS, conversion rates can also be rounded down (truncated) and then the total of the converted items will be slightly lower compared to converting the total.

For whichever option you as a programme decide to go, you should understand the consequences and you might want to communicate them to your beneficiaries to avoid misunderstandings.

As regards ERDF/IPA/ENI and other fund values, we implemented a solution that should make sure that ERDF values never exceed maximum co-financing, regardless of which rounding method you choose for flat rates and currency conversions. It is not possible to select neither precision nor rounding mode for the fund amounts 2 digits and rounding mode DOWN is hardcoded and cannot be changed.

The fund amounts are calculated in the following way:

Total (budget and expenditure) is calculated out of single items (no change to the previous versions)

Fund amounts (ERDF/ENI/IPA, etc.) are NOT calculated out of single items (previously it was calculated for each item, leading to rounding errors), they are calculated out of the total budget

Total is rounded down with two digits after the comma (applies when items are with more than two digits)

ERDF is calculated as Total (i.e. the rounded total!) * co-financing rate and the result is rounded down to two digits after the comma

Partner contribution is calculated as Total (i.e. the rounded total) minus ERDF (i.e. the rounded ERDF) (previously partner contribution was also calculated for each item leading to rounding issues)

In the summary tables, the total should be the same in all tables. This means that the sum of subtotals might be different from the total (only in case of 3-10 digits after the comma used for calculations, see above).

The following programme property is removed from the source code and can be removed from your properties file: `inputNumber.decimalPlaces` is not used anymore. It is not possible to configure financial inputs with more than 2 digits after the comma.

For more information on available rounding modes and their implications, please see the [documentation on rounding modes](#).

Recommended rounding mode

We recommend Option 2 (to work with **two digits after the comma only**- setting properties for results of currency exchange AND flat rates at 2 digits. Please note that Interact will also test the eMS with 2 digits only.

For flat rates, we recommend using a rounding method DOWN that rounds down (truncates) to avoid exceeding the maximum flat rate of e.g. 15%.

For currency exchange, rounding DOWN will lead to disadvantages for the project, rounding UP will lead to advantages. There is no recommendation on our side what to do.

The funds amounts (e.g ERDF) are always rounded DOWN (see description above).

Project History

Monitoring Project History

Actions like Submitting, changes after Modification Request, Generating Contract or Adding Supplementary Information trigger saving the backup versions of the AF.

The previous versions of the project can be seen in the “Project History” section.

Needed privileges

For seeing the project history, no special rights are needed. For editing, the privilege EDIT_PROJECT_HISTORY is necessary.

How to enter the Project History

Project History might be entered by clicking the “Project History” item in the “General” section of the left side menu.

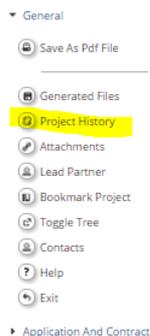


Figure 311 Entering the Project History

In the Project History section, the selected AF version might be seen, Modification responsible for triggering its saving is described, as well as User responsible for the decision is listed. Furthermore, the Project History enables selecting any two versions and their comparing.

Comparing the Versions

Any pair of Versions listed in the Project History might be compared to each other and the differences might be displayed in both Vertical and Horizontal tree, as well as HTML Compare Projects Dialog.

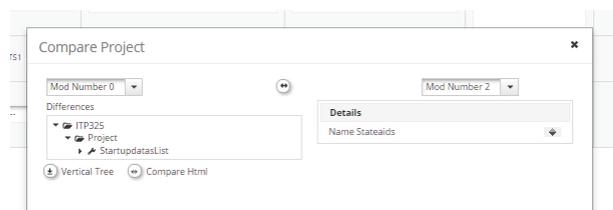


Figure 312 Compare Projects

Editing the History

Privileged users might edit the Project History View by filling in additional information on the modifications:

- Date Of Approval / Rejection
- User responsible for the Decision
- Date Of Signature Of Subsidy Contract
- Number Of Contract Amendment
- Comment
- Attachment
- Attachment Description (Attachment Upload Date & User Uploading the Attachment are filled in automatically)

Categories of intervention

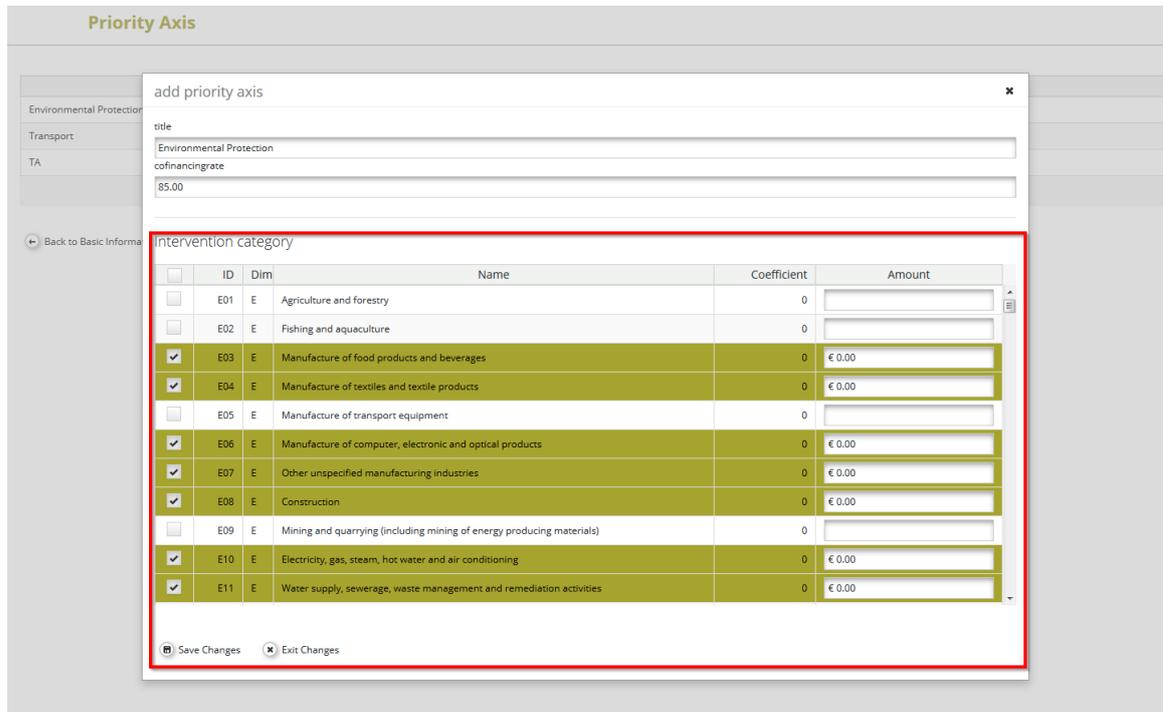
eMS contains a management for categories of intervention. The system by default includes the codes mentioned in the annex of regulation nr. 184/2014.

The system contains the selection of codes per project and the reporting of these categories to the European Commission like mentioned in regulation nr. 1011/2014.

Selection of codes for the programme

The system allows selection of categories of intervention which apply to the programme. This selection is a global selection, which has to be done by an administrator or by a user having the user privilege “MG_PROGRAMME”.

The codes can be selected per priority axes in the “Programme Data” section.



The screenshot shows a web interface for adding a priority axis. The dialog box is titled "add priority axis" and contains the following fields and table:

- title: Environmental Protection
- cofinancingrate: 85.00
- Intervention category table:

<input type="checkbox"/>	ID	Dim	Name	Coefficient	Amount
<input type="checkbox"/>	E01	E	Agriculture and forestry	0	
<input type="checkbox"/>	E02	E	Fishing and aquaculture	0	
<input checked="" type="checkbox"/>	E03	E	Manufacture of food products and beverages	0	€ 0.00
<input checked="" type="checkbox"/>	E04	E	Manufacture of textiles and textile products	0	€ 0.00
<input type="checkbox"/>	E05	E	Manufacture of transport equipment	0	
<input checked="" type="checkbox"/>	E06	E	Manufacture of computer, electronic and optical products	0	€ 0.00
<input checked="" type="checkbox"/>	E07	E	Other unspecified manufacturing industries	0	€ 0.00
<input checked="" type="checkbox"/>	E08	E	Construction	0	€ 0.00
<input type="checkbox"/>	E09	E	Mining and quarrying (including mining of energy producing materials)	0	
<input checked="" type="checkbox"/>	E10	E	Electricity, gas, steam, hot water and air conditioning	0	€ 0.00
<input checked="" type="checkbox"/>	E11	E	Water supply, sewerage, waste management and remediation activities	0	€ 0.00

Buttons at the bottom: Save Changes, Exit Changes

Figure 313 Selection of codes per priority axes

Selection of codes for the project

After the handover, JS user, an admin or any user having the “MG_STARTUP” userprivilege, can access the supplementary information section. This section contains a tab “Codes” to access this section.

In the supplementary information section, it is possible to grant read or read/write privileges to each of the different sections. To be able to access the “Codes” section, the user needs to have the “SU_CO_W” userprivilege, for read access the “SU_CO_R” is needed.

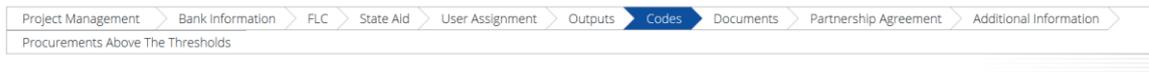


Figure 314 Supplementary information - codes section

The section “Codes” allows selection of all codes available under this priority axes.

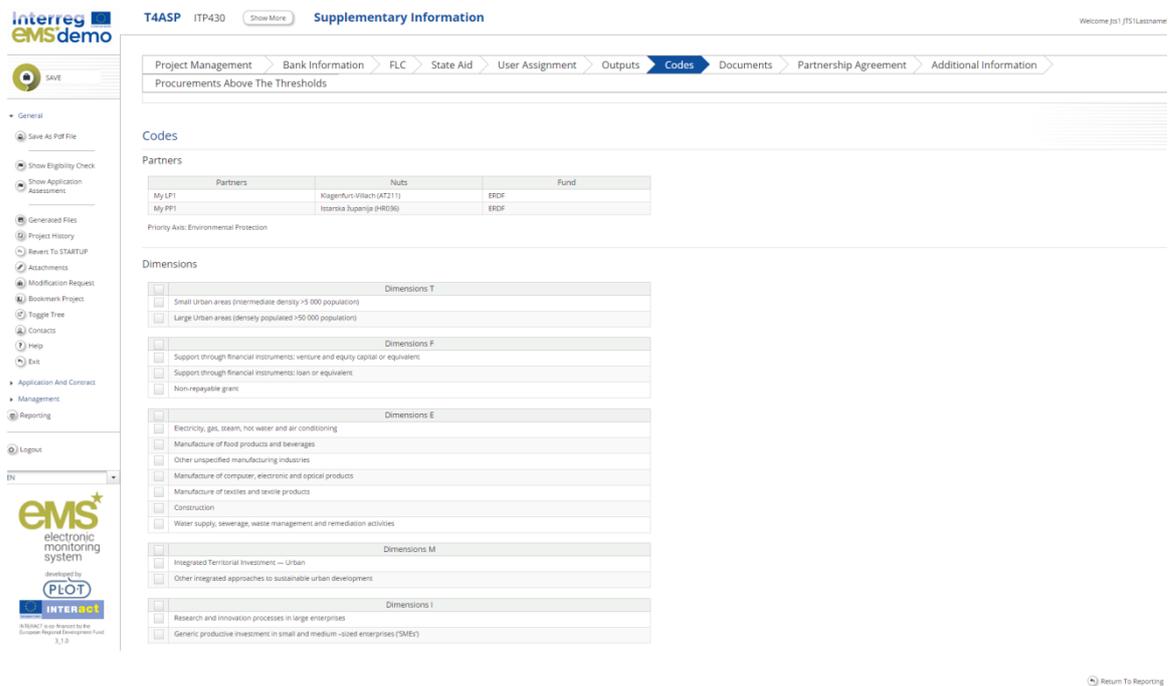


Figure 315 Selection of codes for one project

Reporting to EC

The reporting of the codes of intervention according to regulation 1011/2014 can be accessed via the “Programme Report” section.

Breakdown Of The Cumulative Financial Data By Category Of Intervention

Priority Axis	Fund	E (Dimension 0)	F (Dimension 1)	I (Dimension 2)	M (Dimension 3)	T (Dimension 4)	Thematic Objective(dimension5)	Economic Activity(dimension6)	Location(dimension7)	Total Eligible Cost Of Operations Selected For Support(E U R)	Private Contributions Of Operations Selected For Support(E U R)	Public Eligible Cost Of Operations Selected For Support(E U R)	Total Eligible Expenditure Declared By Beneficiaries To The Managing Authority	Number Of Operations Selected
2	ERDF			004					AT130	€ 431 291.63	€ 850.40	€ 430 441.23	€ 910.00	4
2	ERDF			004			promoting sustainable transport and removing		AT130	€ 431 291.63	€ 850.40	€ 430 441.23	€ 910.00	4
2	ERDF			003					HR042	€ 276.75	€ 0.00	€ 276.75	€ 0.00	1
2	ERDF			003			promoting sustainable transport and removing		HR042	€ 276.75	€ 0.00	€ 276.75	€ 0.00	1
2	ERDF			005					HR036	€ 0.00	€ 472.50	€ -472.50	€ 0.00	1
2	ERDF			005			promoting sustainable transport and removing		HR036	€ 0.00	€ 472.50	€ -472.50	€ 0.00	1
1	ERDF	E10					preserving and protecting the environment and promoting resource efficiency		AT130	€ 138 000.00	€ 0.00	€ 138 000.00	€ 0.00	1
1	ERDF	E04					preserving and protecting the environment and promoting resource efficiency		C2010	€ 138 000.00	€ 0.00	€ 138 000.00	€ 0.00	1
2	ERDF			005					C2010	€ 428 410.88	€ 32.00	€ 428 378.88	€ 0.00	2
2	ERDF			005			promoting sustainable transport and removing		C2010	€ 428 410.88	€ 32.00	€ 428 378.88	€ 0.00	2
1	ERDF	E10					preserving and protecting the environment and promoting resource efficiency		C2010	€ 138 000.00	€ 0.00	€ 138 000.00	€ 0.00	1
1	ERDF	E06					preserving and protecting the environment and promoting resource efficiency		AT130	€ 138 000.00	€ 0.00	€ 138 000.00	€ 0.00	1
1	ERDF	E11					preserving and protecting the environment and promoting resource efficiency		AT130	€ 138 000.00	€ 0.00	€ 138 000.00	€ 0.00	1

Figure 316 Reporting to EC

Technical assistance (deprecated)

Warning

Please note: the TA module is discontinued.
 TA has to be handled as a priority. Please open a call for TA projects.
 The tables below are still available, but do not link to the Programme budget.
 Therefore their use is not recommended.

Technical assistance institutions

It is possible to add technical assistance institutions in eMS. These institutions have their own data like fund, co-financing rate etc. eMS allows to set a planned budget for each institution per year and Budgetline.

Year	Staff costs	Office and administration	Travel and accommodation	External expertise and services	Equipment	Infrastructure & works	Net Revenue	Sum	Sum cofin
2014	1 000.00	50.00	1 000.00	1 000.00	1 000.00			€ 4 050.00	€ 3 442.50
2015	1 000.00	50.00	1 000.00	1 000.00	1 000.00			€ 4 050.00	€ 3 442.50
2016	1 000.00	50.00	1 000.00	1 000.00				€ 3 050.00	€ 2 592.50
2017	1 000.00	50.00	1 000.00	1 000.00				€ 3 050.00	€ 2 592.50
2018	1 000.00	50.00	1 000.00	1 000.00				€ 3 050.00	€ 2 592.50
2019	1 000.00	50.00	1 000.00	1 000.00				€ 3 050.00	€ 2 592.50
2020	1 000.00	50.00	1 000.00	1 000.00				€ 3 050.00	€ 2 592.50
2021	1 000.00	50.00	1 000.00	1 000.00				€ 3 050.00	€ 2 592.50
2022	1 000.00	50.00	1 000.00	1 000.00				€ 3 050.00	€ 2 592.50
Sum	€ 9 000.00	€ 450.00	€ 9 000.00	€ 9 000.00	€ 2 000.00	€ 0.00	€ 0.00	€ 29 450.00	
Sum cofin	€ 7 650.00	€ 382.50	€ 7 650.00	€ 7 650.00	€ 1 700.00	€ 0.00	€ 0.00		€ 25 032.50

Save Return

Figure 317: Budget forecast

Reporting/Monitoring

Monitoring and reporting of TA expenditures is not carried out inside eMS, but eMS allows putting money per timespan and priority axes. These amounts go into the programme overview tables.

Monitoring

Welcome Admin eMSI

Timespan	Staff costs	Office and administration	Travel and accomodation	External expertise and services	Equipment	Infrastructure & works	Net Revenue	Sum	Sum cofin
2014 January	0,00	0,00	0,00	0,00	0,00	0,00	0,00	€ 0,00	€ 0,00
2014 February	0,00	0,00	0,00	0,00	0,00	0,00	0,00	€ 0,00	€ 0,00
2014 March	0,00	0,00	0,00	0,00	0,00	0,00	0,00	€ 0,00	€ 0,00
2014 April	0,00	0,00	0,00	0,00	0,00	0,00	0,00	€ 0,00	€ 0,00
2014 May	0,00	0,00	0,00	0,00	0,00	0,00	0,00	€ 0,00	€ 0,00
2014 June	0,00	0,00	0,00	0,00	0,00	0,00	0,00	€ 0,00	€ 0,00
2014 July	0,00	0,00	0,00	0,00	0,00	0,00	0,00	€ 0,00	€ 0,00
2014 August	0,00	0,00	0,00	0,00	0,00	0,00	0,00	€ 0,00	€ 0,00
2014 September	0,00	0,00	0,00	0,00	0,00	0,00	0,00	€ 0,00	€ 0,00
2014 October	0,00	0,00	0,00	0,00	0,00	0,00	0,00	€ 0,00	€ 0,00
2014 November	0,00	0,00	0,00	0,00	0,00	0,00	0,00	€ 0,00	€ 0,00
2014 December	0,00	0,00	0,00	0,00	0,00	0,00	0,00	€ 0,00	€ 0,00
2014	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
2015 January	0,00	0,00	0,00	0,00	0,00	0,00	0,00	€ 0,00	€ 0,00

Figure 318: TA monitoring

Translations

Translations is a tool in eMS used to change and translate each label in the user interface. Programmes are therefore free to change each text visible to the users of the system.

Translation of the user interface

Needed user rights / privileges

The user who wants to manage the checklists must have the almighty “ADMIN” privilege.

How to enter Translations

Logged in as “ADMIN” you can enter the Translations by clicking on the section on the left-side menu “Configure EMS”.

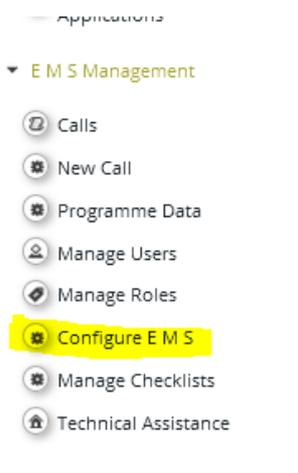


Figure 319 Translations menu item

In the picture below, the sections of the application are shown which allow changes or translations.

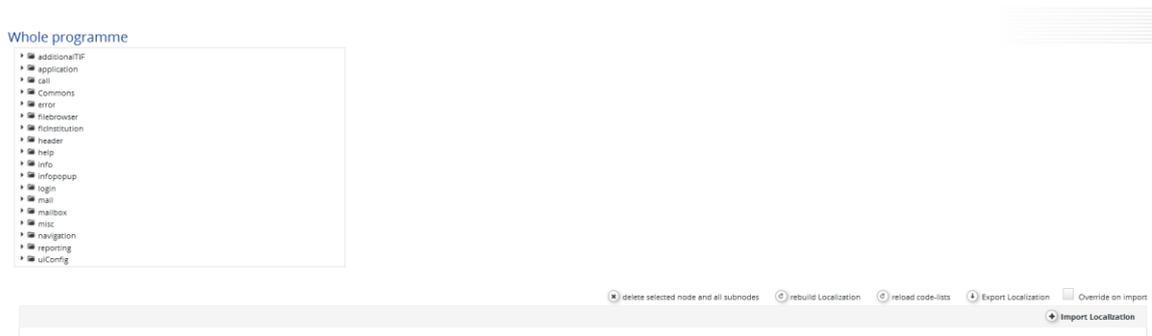


Figure 320 Sections of the Translations module

Importing and Exporting Translations

By clicking “Export Localization” the localization is saved to a csv-format file. Importing can be performed by choosing “Override on import”, then by clicking on “Import Localization”. This feature either overwrites an already existing file or creates a new one.

How to identify the element in the user interface

To translate a label in eMS, at first the path in the translation tree has to be known. This can be obtained using a special language, which is only available for admin users.

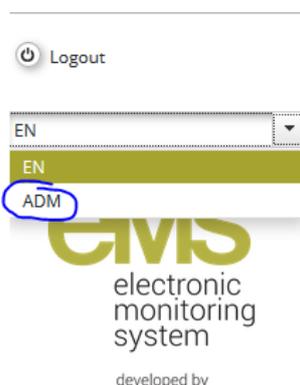


Figure 321 ADM language only available for admin users

Choosing this language shows all keys of all elements in the system.

Project Summary (* projectSummary)

Project Identification (* projectSummary projectIdentification)

Programme priority (* projectSummary projectIdentification programmePriority SO)	?	Programme priority
Transport		Conservation and c
Project acronym (* projectSummary projectIdentification)		Project title (* proje

Figure 322 Example of keys for system elements, displayed in “()”

Keys in the application form are shortened using the character “*” as abbreviation for “application form”. This means for example if you want to change the text of “Programme priority”, you can find this element in the tree on the path “application/form/projectSummary/projectIdentification”.

You can find the translation of the respective element and the configuration for the attached input field in this section.

Convenience feature for identifying the element in the user interface

As a convenience feature, eMS allows to select specific labels directly in the user interface for translation. A user with admin user privilege can click on the pencil icon to go to the corresponding element in the translation tree.

This feature is only for translations of global texts and is not yet implemented for all user interface elements in eMS. Labels without a pencil icon have to be identified manually in the translation tree.

This convenience feature can only be used for global texts. Texts specific for calls have to be changed in the corresponding translation tree in the call configuration.

Project Summary

Project Identification

Programme Priority Prog
 Transport

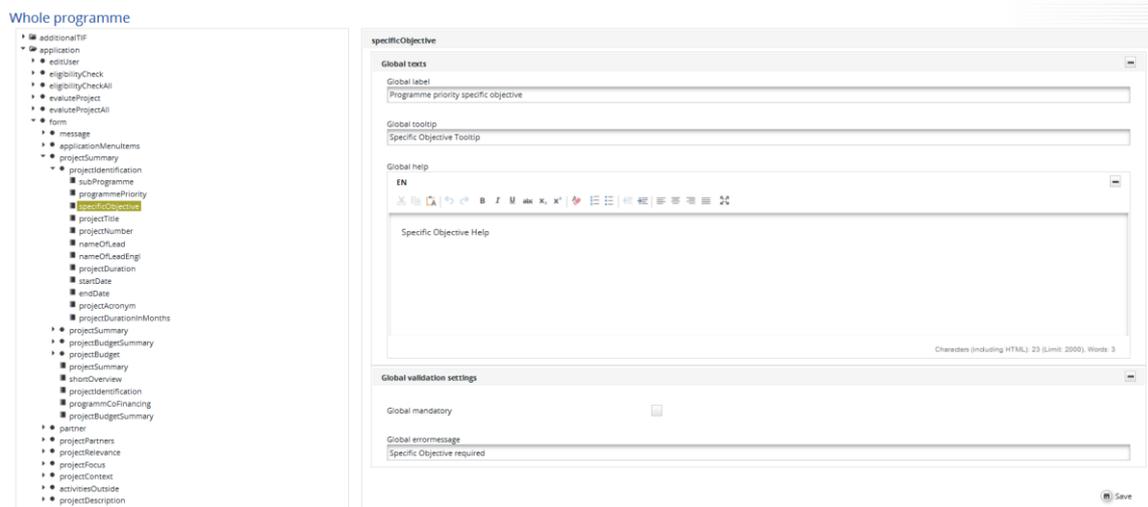
Project Acronym Proj

Project Duration (Months) Start Date
 0 Month 1 Days 10.10.2014

Figure 323 Label selection for translation in user interface

How to change and translate labels

By clicking on the desired node and modifying the global label, it is possible to change or translate the label. Afterwards, the save button and “rebuild Localization” have to be clicked.



The screenshot shows a translation interface. On the left is a tree view titled "Whole programme" with a list of nodes including "projectIdentification", "subProgramme", "programmePriority", "specificObjective", "projectTitle", "projectNumber", "nameOfLead", "nameOfLeadEngl", "projectDuration", "startDate", "endDate", "projectAcronym", "projectDurationInMonths", "projectSummary", "projectBudgetSummary", "projectBudget", "projectSummary", "shortOverview", "projectIdentification", "programmeCoFinancing", "projectBudgetSummary", "partner", "projectPartners", "projectRelevance", "projectFocus", "projectContext", "activitiesOutside", and "projectDescription". The "specificObjective" node is highlighted. On the right is a text editor titled "specificObjective" with sections for "Global texts", "Global tooltip", "Global help", and "Global validation settings". The "Global label" field contains "Programme priority specific objective". The "Global help" field contains "Specific Objective Help". A "Save" button is visible at the bottom right.

Figure 324 Changing and translating a label

How to delete nodes

The desired node has to be selected. By clicking the button “delete selected node and all subnodes”, the selected node and subnodes, if there are subnodes existing, will be deleted.

Tooltip

Tooltips allow you to display the description of expected answer to a question. They appear when hovering over the text box or a dropdown menu. You can activate a tooltip by choosing the desired node and by entering an input in “Global tooltip”.

Help button

The help button will open a pop-up window that shows a description of the question. You can activate a tooltip by choosing the desired node and by entering an input in “Global help”.

Manage Multilanguage for Call

This is another option how to change and translate labels, but can be used only for a specific call. Besides to the ADMIN, a user is also able to manage Multilanguage for a call if the privilege “MG_MULTILANGUAGE” has been assigned to the user.

How to enter:

You have to choose a specific call, then scroll to the bottom and click “Manage Multilanguage for Call”.



All modifications made will only be visible for the specific call.

Help system

The help system can be managed in the translation tree as well. The help buttons in the AF are represented by questionmark icons, which are only visible if the corresponding help text is not empty.

Form configuration

eMS allows to enable/disable specific fields in the application form. Configuration can be performed for

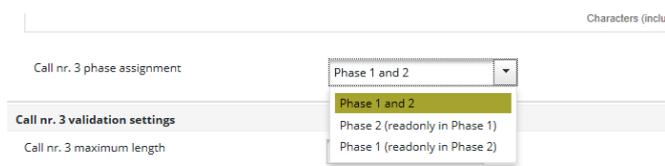
- assignments of single fields to call phases
- adding of additional text input fields
- validation of fields (mandatory, optional)
- maximum length of input text

The configuration is done in the same section as the translations. For call specific configuration, the corresponding forms can be found in the call setup.

Configuration

Assignment of single fields to call phases

Has to be carried out in the management of the call.



The screenshot shows a configuration interface with a dropdown menu. The dropdown is open, showing three options: "Phase 1 and 2", "Phase 2 (readonly in Phase 1)", and "Phase 1 (readonly in Phase 2)". The first option, "Phase 1 and 2", is highlighted in green. The interface also shows a text input field with a character count "Characters (inclu..." and a section titled "Call nr. 3 validation settings" with a sub-label "Call nr. 3 maximum length".

Figure 325 Field assignment to phase

Additional TIF

For adding an additional question you have to click on “additionalTIF”. After choosing the desired node you can enter the additional question. Afterwards, the save button and “rebuild Localization” have to be clicked again.

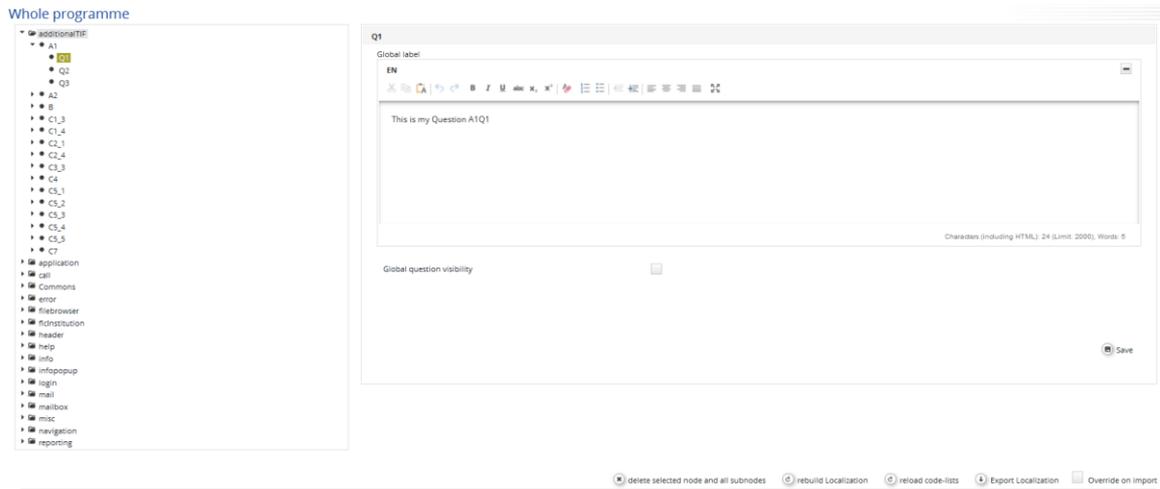


Figure 326 Adding additional questions

Validation of fields (mandatory, optional) & Maximum length of input text

The maximum length can be specified. In addition, it is possible to mark the selected field as mandatory or optional.

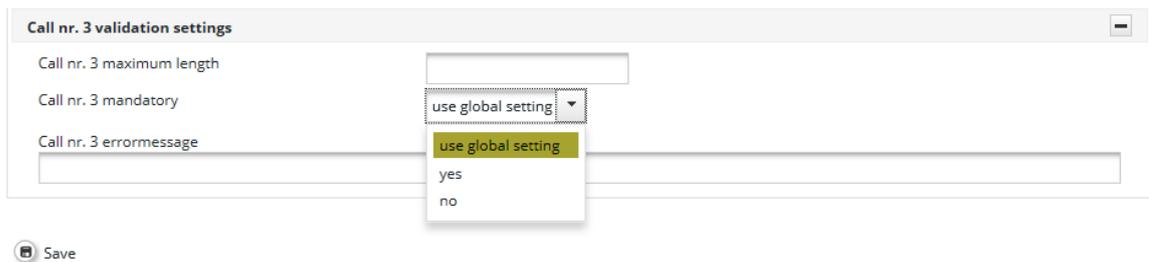


Figure 327 Validation settings

eMS allows to configure the maximum input length for text fields and editors. This can be done in the translation tree, by changing the configuration of the maximum length.



Figure 328 Configuration for maximum length of user input

Text fields and text areas (text fields which automatically expand) can contain up to 2000 characters.

Editor elements can only have the following configuration:

100, 200, 300, 400, 500, 600, 700, 800, 900, 1000, 2000, 3000, 4000, 5000, 6000, 7000, 8000, 9000, 10000

All other configuration forces the system to take the nearest neighbor.

Help System

Help system can be adjusted using the Translations tool in eMS. Each label of the Help can be set in the user interface. Programmes are free to change each Help text visible to the users of the system.

Help System of the user interface

Needed user rights / privileges

The user who wants to adjust the Help System must have the almighty “ADMIN” privilege.

How to enter Help System

Logged in as “ADMIN” you can enter the Help System by redirecting to Translations section. You need to click on the left-side menu “Configure EMS” item.

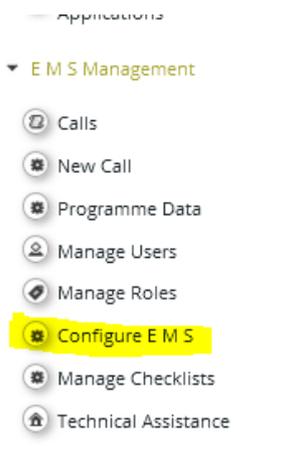


Figure 329 Translations menu item

In the picture below, the sections of the application are shown which allow changes or translations.

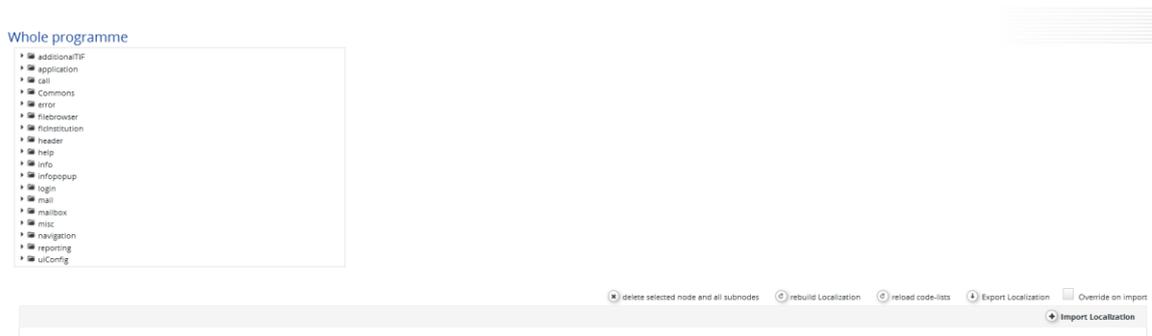


Figure 330 Sections of the Translations module

How to change the help labels

By clicking on the desired node of the translations tree and modifying the Global tooltip, it is possible to change or translate the label. Afterwards, the save button and “rebuild Localization” have to be clicked for the change to be taken into account.

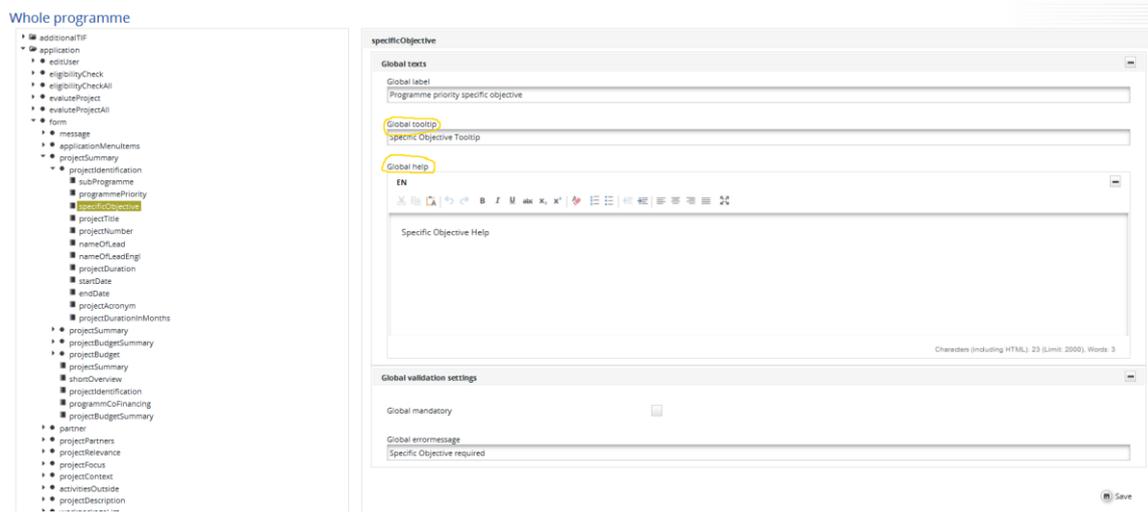


Figure 331 Adjusting Tooltip and Help labels

Tooltip

Tooltips allow you to display the description of expected answer to a question. They appear when hovering over the text box or a dropdown menu. You can activate a tooltip by choosing the desired node and by entering an input in “Global tooltip”.

Help button

The help buttons in the AF are represented by questionmark icons in the left side menu, which are only visible if the corresponding help text is not empty. The help button will open a pop-up window that shows a description of the question.

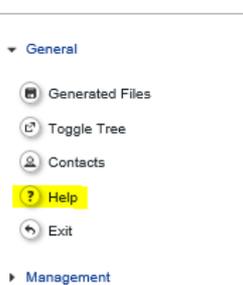


Figure 332 Help button

The help system can be managed in the Translations tree as well. You can activate a tooltip by choosing the desired node and by entering an input in “Global help”.

More information and tips on how to work with Translation tools might be found in the chapter “Translations”.

AUTOMATIC MESSAGES

Automatic messages

eMS contains multiple types of automatic messages. Some of them are triggered by the user, some of them by changes of states of e.g. the application form.

Notifications to the registered email address of the user

eMS can send a notification to the registered email address of the user when receiving an email. This email does not contain the text of the message; its purpose is to notify the user about received messages in eMS.

Currently, there are the following email notifications possible:

- Registration email
- E-Mail to the contact person of the lead partner at submission of application form (phase 1 and/or phase 2)
- E-Mail on Lead Partner confirmation (after handing the AF over to LP)

Automatic messages sent within the Messaging Portal

eMS automatically sends messages at special points in the workflow. Most of them can be turned on/off via configuration.

The configuration needs to be done in a configuration file “message.properties”. The messages are sent via the internal message system. The property file contains a global switch, to turn all messages off “automessage=off”. If this is turned to “off” the system will not send any automatic notifications.

Please note: the system needs to be restarted to take changes in the configuration file into account.

The following configurations can be done:

Configuration element	Recipient	Step in workflow
automessage.submittedApplication	Lead applicant	Upon application form submission (2 nd phase, or only phase in 1-step call
automessage.submittedApplicationP1	Lead applicant	Upon application form submission for the first step in a two-step application
automessage.approvedApplication	Lead applicant	Upon assignment of MC decision “approved”
automessage.approvedApplicationP1	Lead applicant	Upon assignment of first step decision “approved”
automessage.approvedUnderCondition	Lead applicant	Upon assignment of first step decision “approved under conditions”
automessage.handoverToLP	Lead applicant	Upon state change to “handover”. Lead applicant needs to name a lead partner now.
automessage.lpAccepted	Lead applicant	Upon acceptance of lead partner in handover
automessage.lpRejected	Lead applicant	Upon rejection of lead partner in handover
automessage.mrSubmitted	Assigned officers or all JTS	Upon submission of a modification request submit by the lead partner (submit of new version of the application form)
automessage.mrApproved	Lead partner	Upon acceptance of the modification request
automessage.mrRejected	Lead partner	Upon rejection of modification request
automessage.mrReset	Lead partner	Upon modification request refusing
automessage.mrRequested	Assigned officers or all JTS	Upon request of a modification request by the lead partner (prosa request)
automessage.contracted	Lead partner	Upon approval of subsidy contract
automessage.flcAssigned	All assigned FLC users	Upon assignment of FLC users
automessage.flcRemoved	All disassigned FLC users	Upon removal of FLC users from FLC assignment
automessage.partnerReportSubmitted	Project partner, assigned FLC	Upon submission of partner report

automessage.flcCertified	All involved partners and lead partner	Upon FLC certificate submission
automessage.projectReportSubmitted	Assigned officers or all JTS and lead partner	Upon submission of project progress report
automessage.projectReportJSApproved	Lead partner	Upon submission of report by JS
automessage.maApproved	Lead partner	Upon submission of report by MA
automessage.caCertified	To all assigned JTS officers and lead partner	Upon creation of CA certificate
automessage.projectClosed	Lead partner	Upon finalization of a project (close of project)
automessage.reopenForMa	All MA users and lead partner	Upon revert from MA to CA
automessage.reopenForJs	All MA users and lead partner	Upon reverting from MA to JS
	All assigned JS officers, or all JS + lead partner	Upon reverting from CA to JS (skipping MA)
automessage.reopenForLp	Lead partner	Upon reverting from JS to FLC
	Lead partner	Upon reverting from JS to LP
	Lead partner	Upon reverting from JS to PP
automessage.reopenForFlc	Lead partner	Upon reverting from LP to FLC
automessage.reopenForPartner	Lead partner	Upon reverting from LP to PP

Configuration element	Paths in translation tree	
	Subject	Text
automessage.submittedApplication	automessage.submittedApplication.subject	automessage.submittedApplication.text
automessage.submittedApplicationP1	automessage.submittedApplicationP1.subject	automessage.submittedApplicationP1.text
automessage.approvedApplication	automessage.approvedApplication.subject	automessage.approvedApplication.text
automessage.approvedApplicationP1	automessage.approvedApplicationP1.subject	automessage.approvedApplicationP1.text
automessage.approvedUnderCondition	automessage.approvedUnderCondition.subject	automessage.approvedUnderCondition.text
automessage.handoverToLP	automessage.handoverToLP.subject	automessage.handoverToLP.text

automessage.lpAccepted	automessage.lpAccepted.subject	automessage.lpAccepted.text
automessage.lpRejected	automessage.lpRejected.subject	automessage.lpRejected.text1
automessage.mrSubmitted	automessage.mrSubmitted.subject	automessage.mrSubmitted.text
automessage.mrApproved	automessage.mrApproved.subject	automessage.mrApproved.text
automessage.mrRejected	automessage.mrRejected.subject	automessage.mrRejected.text
automessage.mrReset	automessage.mrReset.subject	automessage.mrReset.text
automessage.mrRequested	automessage.mrRequested.subject	automessage.mrRequested.text
automessage.contracted	automessage.contracted.subject	automessage.contracted.text
automessage.flcAssigned	automessage.flcAssigned.subject	automessage.flcAssigned.text
automessage.flcRemoved		
automessage.partnerReportSubmitted	automessage.partnerReportSubmitted.subject	automessage.partnerReportSubmitted.text
automessage.flcCertified	automessage.flcCertified.subject	automessage.flcCertified.text
automessage.projectReportSubmitted	automessage.projectReportSubmitted.subject	automessage.projectReportSubmitted.text
automessage.projectReportJSApproved	automessage.projectReportJSApproved.subject	automessage.projectReportJSApproved.text
automessage.maApproved	automessage.maApproved.subject	automessage.maApproved.text
automessage.caCertified	automessage.caCertified.subject	automessage.caCertified.text
automessage.projectClosed	automessage.projectClosed.subject	automessage.projectClosed.text
automessage.reopenForMa	automessage.reopenForMa.subject	automessage.reopenForMa.text
automessage.reopenForJs	automessage.reopenForJs.subject	automessage.reopenForJs.text
automessage.reopenForLp	automessage.reopenForLp.subject	automessage.reopenForLp.text
automessage.reopenForFlc	automessage.reopenForFlc.subject	automessage.reopenForFlc.text
automessage.reopenForPartner	automessage.reopenForPartner.subject	automessage.reopenForPartner.text
automessage.submittedApplicationJTS	automessage.submittedApplicationJTS.subject	automessage.submittedApplicationJTS.text

Notification on MC decision

eMS can generate a notification upon MC decision. This notification is stored in the system and is sent manually by a privileged user.

Needed privileges

User who wants to send a notification on MC decision needs to have the APPROVE_NOTIFICATION or the almighty ADMIN privilege.

How to send the Notifications

The Notifications section might be entered in the user interface left side menu -> Applications -> Saved/Sent Notifications.

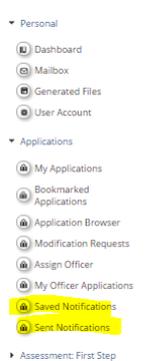


Figure 333 Notification on MC Decision Menu Item

The default text of such a notification can be changed by the programme. After the generation of the notification, it is visible in the “Saved Notifications” section.

Notification Overview

Phase1												
Project Id	Name	Acronym	Start	End	Lead Partner	Call	Project Status	Modify	Approve	Download		
No Data Found												
Phase2												
Project Id	Name	Acronym	Start	End	Lead Partner	Call	Project Status	Modify	Approve	Download		
TP4A1	Test1	Test1	01.01.2016	01.01.2020	Test1LP1	Test call	CONTRACTED				<input type="checkbox"/>	<input type="checkbox"/>
TP4A2	Test2	Test2	01.01.2016	01.01.2020	Test2LP1	Test call	CONTRACTED				<input type="checkbox"/>	<input type="checkbox"/>
Send												

Figure 334 Saved Notification section

Here a privileged user can change the text of each message manually.

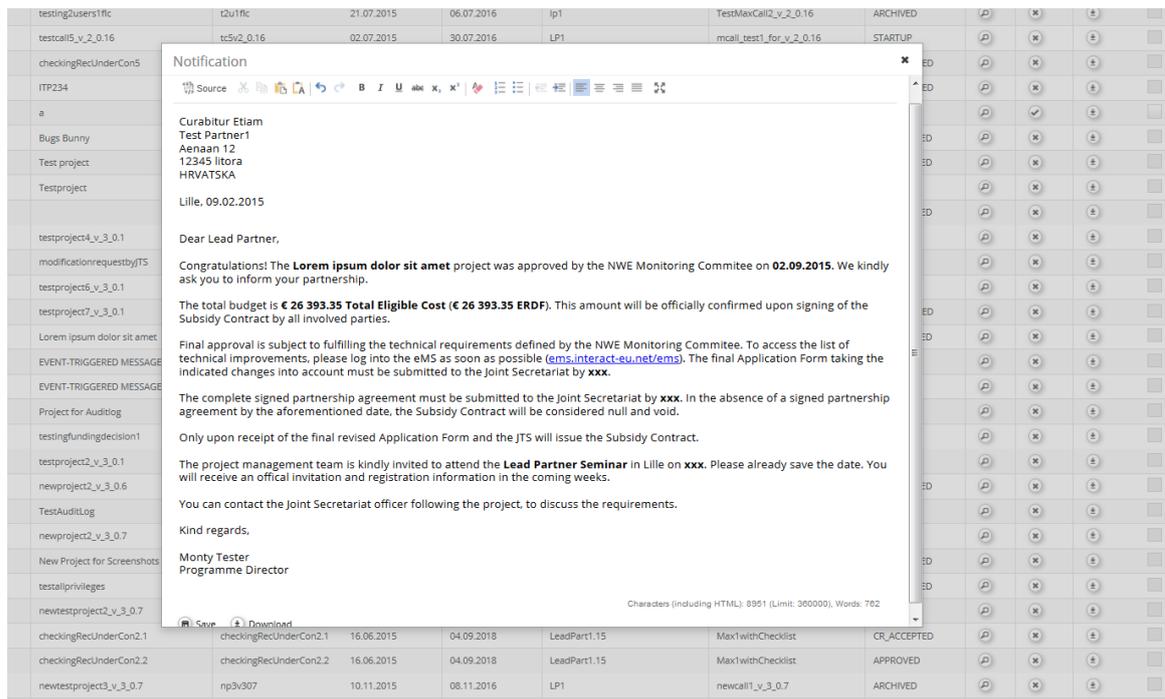


Figure 335 Editing view of the notification section

After approval (clicking on the corresponding button) and selection in the checkbox, the system can send all selected notifications as in-application messages to the applicants.

Each notification can as well be extracted to PDF with the “download” feature.

After sending, the notifications are still visible in the “Sent Notification” section.

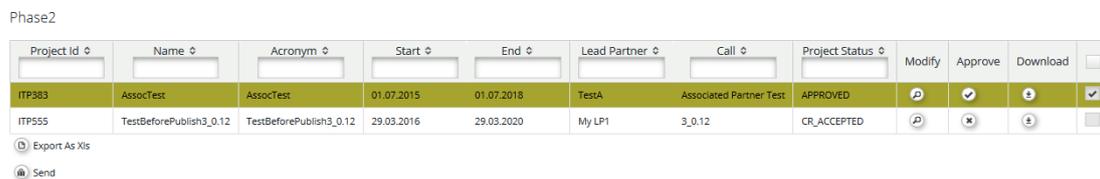


Figure 336 Sending the approved message to the selected approved project

PDF templates

The application form is generated asynchronously, the user triggers the generation of the pdf, the pdf gets generated and appears in the “Generated Files” section. This allows the eMS to handle more users during peak times.

All other pdfs in the system are generated synchronously - they are available immediately after clicking the button.

All pdfs are generated using templates. Default templates are provided in the installation. These templates can be changed/adapted by ETC Programmes.

Adaptation of pdf template

In eMS, the extraction of data to pdf is implemented using Apache Velocity templates. These templates can be adapted and translated by Programmes.

The templates in eMS are implemented using HTML-standards, enriched with Velocity placeholders. When generating the pdf, the placeholders are replaced by text/values stored in eMS.

Selecting a Template: Configuration

When using a two-step procedure, eMS allows us to insert different templates for the two different steps. The templates to be used in the given step can be configured in programme properties.

Different templates for different languages

eMS can handle various languages, both, in the user interface (as translations of the user interface) and as content languages (for users to enter text in several languages).

The application can generate pdfs in each language configured as translation languages for the user interface. To enable this feature, a template has to be provided, where the name of the template follows the pattern:

“*Two-letter-country-code*”+“name of the template”.vm

Example:

Name of the template: *templateS1.vm*

Translation to german: *DEtemplateS1.vm*

Translation to Czech: *CZtemplateS1.vm*

eMS generates pdfs in the language selected in the user interface. If you see the German translation at the time of pressing the “Save as pdf file” button, the pdf will be generated in German.

If no special translation document is provided, eMS will use the general template.

How to translate a template

The template files can be edited in any text editor (e.g. Notepad,...), however, for more comfortable and clearer adjusting of the template, source code editors are recommended.

The export to pdf does not take texts from the database or the translation tree in account. The translations have to be done in the template files.

Please be aware: to be able to handle special characters the file encoding has to be UTF-8.

Hints for better orientation in a template

Items marked with

`##` represent comments and descriptions

`@` stand for the text

`#` stand for apache velocity code, therefore cannot be simply rewritten as text strings

`$` stand for variables drawn directly from the eMS, might misbehave if retyped wrongly

If you do not plan to change the template and only want to translate the text, you can simply retype the text strings starting with the `@`. You do not need to specify the language inside the template. The information will be obtained from the system.

Multilanguage template

If required by a programme, a multilanguage (recommended 2-language) template might be used. In this case, the desired languages of the output pdf need to be specified in the template, as the system enables using more than two languages. For creating a pdf however, more than two languages would be difficult to read and it would be difficult to stay oriented.

The languages selected to be used for the template need to be specified in the file “VM_global_library.vm” by modifying the code of the country in line 16:

```
#set($languages = ['AT', 'HU'])
```

The modification is needed in order to use the correct values (language versions) of eMS variables.

Afterwards, you can simply retype the text strings, starting with the @ in order to translate the template.

Add/remove/change order of elements in template

Creating pdfs is implemented using Apache Velocity templates. The template behaves as any other HTML document. You can change the order of elements in the template, remove or add elements if needed. In order to edit the generally available templates, at least basic understanding of HTML scripting is recommended. HTML has a very strict syntax and semantics. Please change/add/remove carefully, not to destroy the syntax of the document.

Styling of the pdf

As any other regular HTML application, the pdf template is styled using CSS styles. Please check out the CSS documentation or ask your service provider if you want to change the styles.

Global and local column selector

Some overview tables in eMS allow two ways to select the visible columns. The following tables offer this feature:

- My Applications
- List of expenditure
- Application browser

This chapter will explain both.

User specific column selection

List Of Expenditures

Options	Budget Line	WP	Inc Ref No	Inv No	Inv Date	Paym Date	Description1	Partner Comment	Currency	Total Val Item	Vat	Declared Amount Org Currency	Conversion Rate	Conversion Rate I
- Delete	Staff costs	M Management			25.01.2016				EUR - EURO	0.20		0.20		
- Delete	Office and administration	M Management			25.01.2016				EUR - EURO	0.03		0.03		
- Delete	Travel and accommodation	M Management	1	1	25.01.2016	25.01.2016			EUR - EURO	1.00	1.00	1.00		

Export Save Columns Columns

Add Real Cost

Very wide tables - like the list of expenditure - allow hiding columns based on the users decision.

A user can click on the columns dropdown and select/deselect the columns she wants to see.

By clicking on the “Save columns” button, the selection will be stored. Next time the user opens this section only the selected columns will appear.

List Of Expenditures

Options	Budget Line	WP	Inv No	Paym Date	Declared Amount Org Currency	Conversion Rate	Conversion Rate Date	Declared Amount Euro	Exp Outside	In Kind	Declared
- Delete	Staff costs	M Management			0.20			€ 0.20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Delete	Office and administration	M Management			0.03			€ 0.03	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Delete	Travel and accommodation	M Management	1	25.01.2016	1.00			€ 1.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Export Save Columns Columns

Add Real Cost

Paym Date

Description1

Partner Comment

Currency

Total Val Item

Vat

Global column selection

Next to the user specific column selection, a programme can decide, which columns should be visible in the list of expenditure. This configuration is done in the “programme.properties” configuration file. Columns, which are deselected in this configuration are not visible for the user and do not show up in the user specific column selection.

Columns can be removed, by removing them from the configuration.

```
# configuration for My Applications
myApplicationsColumns=project_id;subprogramme;name;acronym;start;end;leadPartner;IPNationality;call;specificObjective;submissionDate;project_state;funds;applicantOrLeadpartner;officerInCharge;viewProject;bookmarkProject

# configuration for list of expenditure
loExpColumns=budget
Line;wp;intRefNo;invNo;invDate;paymDate;description1;partnerComment;currency;totalValltem;vat;declaredAmountOrgCurrency;conversionRate;conversionRateDate;declaredAmountEuro;expOutside;in
Kind;declared;uploads;verifiedByCA;differenceCA;amountCertifiedCA;commentCA;verifiedByFLC;differenceFLC;amountCertifiedFLC;commentFLC;verifiedJS;differenceJS;amountCertifiedJS;commentJS;verifiedByLP;differenceLP;amountCertifiedLP;commentLP;verifiedByMA;differenceMA;amountCertifiedMA;commentMA;DIFFERENCE MA;Date of request for payment to EC;reimbursed

# configuration for application browser
applicationBrowserColumns=project_id;subprogramme;priorityAxis;name;acronym;start;end;leadPartner;IPNationality;call;specificObjective;submissionDate;project_state;funds;applicantOrLeadpartner;officerInCharge;viewProject
```

[Table 4 Column configuration in programme.properties](#)

Cube

The cube is a general purpose tool, which can be used to aggregate data in eMS and to do further statistics, which are not implemented in the core system of eMS.

Please be aware: generation of statistics could need a lot of resources. Using this tool during the end of a call is therefore not recommended.

Technical description / adaptation

The cube is defined in a configuration file, which is stored in the eMS configuration (in default installation, this can be found in “EMS_HOME/conf/common/eMS.xml”).

The cube is implemented using a Mondrian OLAP server and is integrated into eMS by using OLAP4j. It is possible to add/change /remove dimensions from the cube by adapting the eMS.xml.

Adaptation

The cube dimensions can be adapted by modifying the eMS.xml file by rewriting selected parts of the document. The document might be edited using a standard text editor such as Notepad.

The XML definition of the eMS Budget Cube consists of the following components:

- Measures
- Dimensions
- Hierarchies
- Members
- Levels

Measures

Measures define the quantity that you are interested in measuring. In our case, it is “Total” standing for total amount of money corresponding to the selected axis.

Each measure (see <Measure>) has a name, a column in the fact table, and an aggregator.

Dimensions

Dimensions are attributes according to which the measures are divided into the categories and sub-categories. They correspond to the row and column names.

Dimension is connected to a cube by two columns: one in the fact table and one in the dimension table. Each <Dimension> element has a foreignKey attribute (matching the name of the fact table column).

Members

Dimensions consist of members. They are defined by a set of attributes. They can be organized into levels.

Levels

Cubes are organized into dimensions and levels of data. The levels are then arranged into hierarchies. A level is a collection of members (data) which have the same distance from the root of the hierarchy.

Hierarchies

Hierarchy represents a systematic way of organizing the members into a logical structure. Organizing members into hierarchies makes the analysis much more convenient.

Hierarchies with the same fact table attribute are further grouped into dimensions.

Please check out the Mondrian documentation for more details.

Use of Cube

Needed Privileges

For accessing the Cube section of eMS, the privilege REPORTING is necessary.

How to use Cube

Cube reporting can be accessed by clicking the corresponding item in the left side menu, section Programme tables.



Figure 337: Cube menu item

At least one attribute from each, the Cube Budget Rows and Cube Budget Columns, need to be selected for creating a report. After the attributes have been chosen, the request might be submitted by clicking on the “Submit” button.

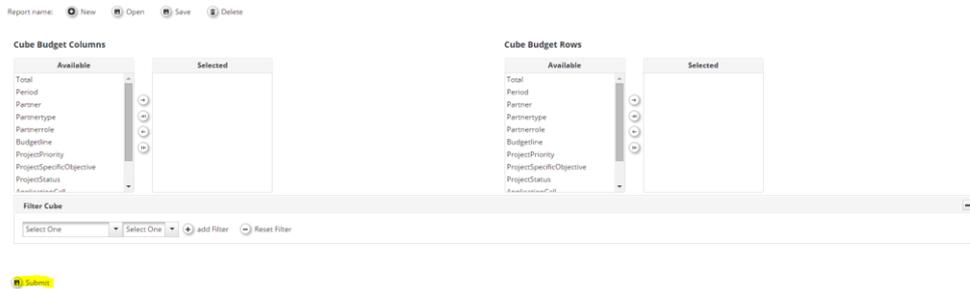


Figure 338 Cube - Main Page

After a while, a table is generated containing the requested data.

Submit Swap Axis Show Spans non Empty Drill: Position Export to Excel Export to Pdf Run Chart Chart Type: Pie Recalculate Cube

Partner	Period	Period	Period	Period	Period	Period	Period	Period	Period	Period	Period	Period	Period	Period
(All)	All Periods	All Periods	All Periods	All Periods	All Periods	All Periods	All Periods	All Periods	All Periods	All Periods	All Periods	All Periods	All Periods	All Periods
All Partners	206.105.024,63	6.650.050,39	29.504.431,83	27.029.406,30	16.166.552,46	10.038.511,24	8.947.068,51	3.565.606,34	1.047.104,00	100.547.904,00	548.092,00	537.904,00	551.000,00	551.000,00

Figure 339 Cube report - Partner/Period

When the report is ready, its axis can be swapped, the table can be exported to Excel or PDF or the Cube can be recalculated.

eMS also enables generating a graph (Pie, Bar or Line Chart) based on the cube report.

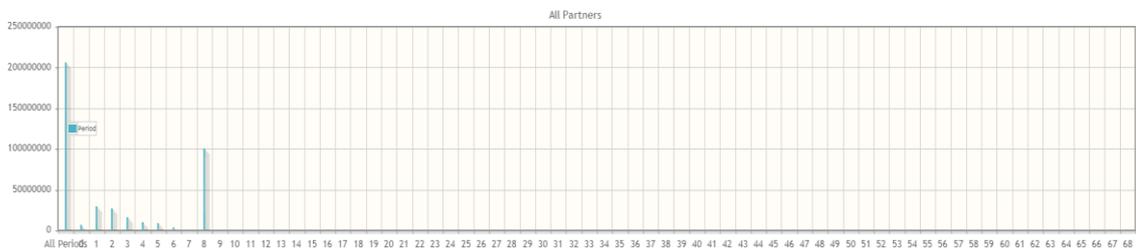


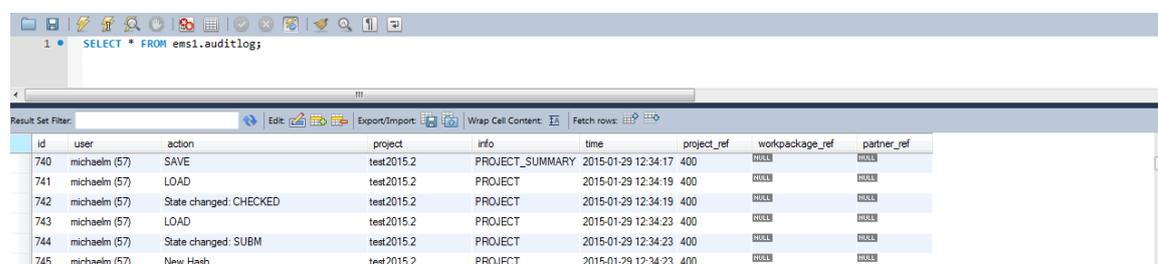
Figure 340 Example of a graph generated based on the cube calculations

Audit log

eMS traces every creation, modification and deletion of documents and data, which happen in the system. The logs are written to a table in the technical database called “auditlog”.

Especially all changes of states of the application form, certificates and reports are logged there.

The audit log needs to be turned on in programme.properties with the property “auditlog.active=yes”



The screenshot shows a database query result for the table 'ems1.auditlog'. The query is 'SELECT * FROM ems1.auditlog;'. The result set contains the following data:

id	user	action	project	info	time	project_ref	workpackage_ref	partner_ref
740	michaelm (57)	SAVE	test2015.2	PROJECT_SUMMARY	2015-01-29 12:34:17	400	NULL	NULL
741	michaelm (57)	LOAD	test2015.2	PROJECT	2015-01-29 12:34:19	400	NULL	NULL
742	michaelm (57)	State changed: CHECKED	test2015.2	PROJECT	2015-01-29 12:34:19	400	NULL	NULL
743	michaelm (57)	LOAD	test2015.2	PROJECT	2015-01-29 12:34:23	400	NULL	NULL
744	michaelm (57)	State changed: SUBM	test2015.2	PROJECT	2015-01-29 12:34:23	400	NULL	NULL
745	michaelm (57)	New Hash	test2015.2	PROJECT	2015-01-29 12:34:23	400	NULL	NULL

Figure 341 Auditlog

Upload of documents

eMS allows the upload of documents at certain sections. None of the documents in eMS is visible for public, only registered, logged in users with certain privileges or roles can see those documents.

eMS does not transform/edit/modify any uploaded document. They are stored binary identically to the uploaded file in the system. eMS does not allow to edit/modify those documents in the application. Documents uploaded to the system can be downloaded again, and shown in external third party applications (e.g. PDF Reader).

eMS does not modify any documents. Especially the modification of documents bearing an electronic signature is not possible in the system.

Import of data

eMS currently only allows manual import of translations. Currently no other importing functionalities are foreseen.

Import of translations

eMS allows the import of translations and texts from the user interface. This feature is importing previously exported translations from CSV format to the system.

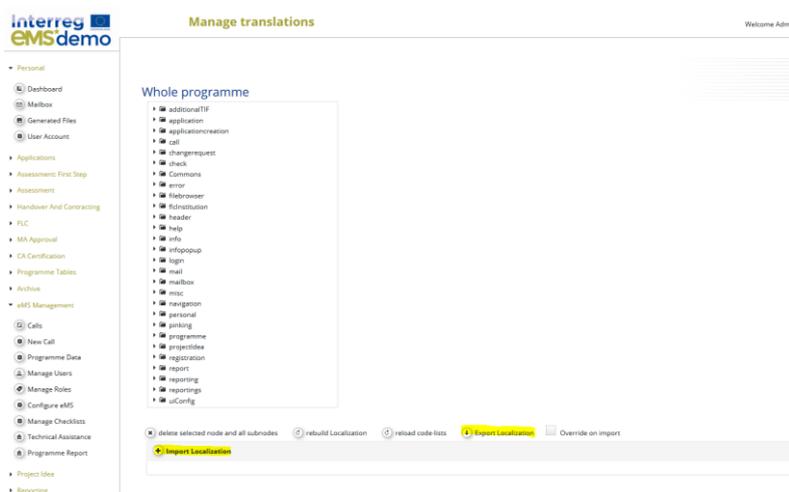


Figure 342 Import of translations

Automatic import of currency exchange rates

The eMS automatically imports the monthly currency exchange rates from the European Commission (http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm).

This import can be configured in programme.properties

```

quartz.cronTrigger.interval=0 * * * * ? *

quartz.cronTriggerCSV.interval=0 0 4 1 * ?

quartz.cronTriggerCSV.receiveAllowed=true

quartz.cronTriggerCSV.url=http://ec.europa.eu/budget/inforeuro/index.cfm?f
useaction=dsp_html_monthly_rates&FileType=CSV&Language=en&Delim=c&
Period=#year#-#month#&Download=Yes
    
```

Export of data

eMS allows to export data on different levels and at different places in the application.

Export of translations

eMS allows to export translations and texts from the user interface. This feature exports to CSV format, which can be processed in any text editor. The exported translations can be imported again in the same form of the user interface.

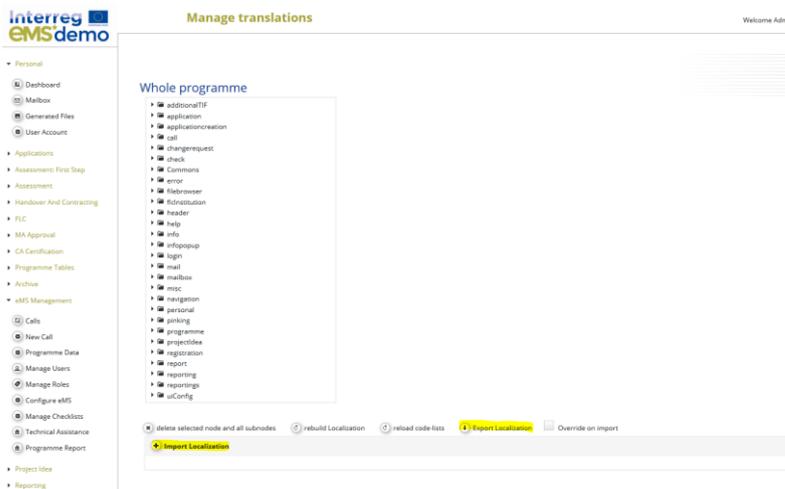


Figure 343 Export and import of translations

Export of budget in the application form

eMS allows the export of all data, which is used in the partner budget of the application form. This feature exports data into Excel format, which can be processed by proprietary tools like Microsoft Excel or free tools like Libre Office or Open Office.

Number	Name	Nationality	Abbreviation	Role
1	Mein erster Lead partner	ÖSTERREICH	M1LP	LP
2	Кейуй хабао пондэрюм	БЪЛГАРИЯ (BULGARIA)	MPfBulgaria_notAssimilated	PP
3	Hrvatska normal partner	HRVATSKA	HR_PP1	PP
4	內量投出半數點懸掛的商議作月	China	MyPartnerFromChina_assimil	PP

Figure 344 Exporting of application form budget

Export of overview tables

eMS contains a variety of overview tables at different sections of the software. This feature exports all the visible content of the selected data table to Excel format.

Partner			Programme Co-financing		
Partner	Partner Abbreviation	Country	ERDF	ERDF Co-financing (%)	Perce Total
1 - Mein erster Lead partner	M1LP	ÖSTERREICH	€ 27 463.50	85.00 %	
3 - Hrvatska normal partner	HR_PP1	HRVATSKA	€ 75.00	75.00 %	
4 - 內量投出半數點懸掛的商議作月	MyPartnerFromChina_assimilated	unknown Nuts0-region	€ 85.00	85.00 %	
Sub-total For Partners Inside			€ 27 623.50	--	
2 - Кейуй хабао пондэрюм	MPfBulgaria_notAssimilated	БЪЛГАРИЯ (BULGARIA)	€ 14 462.00	35.00 %	
Sub-total For Partners Outside			€ 14 462.00	--	
Total			€ 42 085.50	--	

Figure 345 Export of overview tables

Export of application form and project lists

All lists of an application form or project elements can be exported to Excel. Only the attributes visible in the corresponding table will be exported.

The screenshot shows the 'List Of Projects' page in the Interreg EMSdemo system. The page title is 'List Of Projects' and the user is 'Admin eMSI'. A sidebar on the left contains navigation menus for 'Personal' (Dashboard, Mailbox, Generated Files, User Account) and 'Applications' (Assessment: First Step, First Step: Admin And Eligibility Check, First Step: Eligibility Decision, First Step: Quality Assessment, First Step: Recommendation, First Step: Decision, First Step: Approved, Assessment).

The main content area displays a table titled 'First Step Recommendation' with the following data:

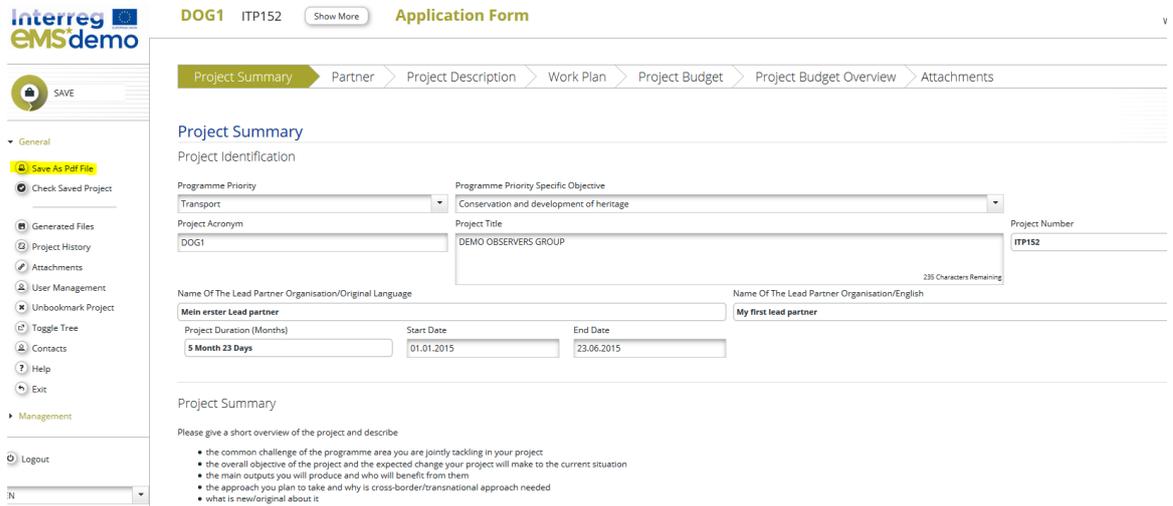
Evaluation Result	Project Id	Subprogramme	Name	Acronym	Start	End	Lead Partner	LP Nationality	Call	Specific Objective	Project State
4.00	ITP134				21.11.2014	22.11.2014			2StepWithChecklist	Reduce the time travelled for passengers	Evaluated_phase
0.10	ITP316	ITPSubprogramme 1	testsubmit	testsubmit	18.03.2015	18.03.2015			MaxTest2_0.12	Conservation and development of heritage	Evaluated_phase
21.00	ITP331	ITPSubprogramme 1	test clau 2 eligibility		07.04.2015	07.04.2015			COPY of: MaxTest2_0.12	Conservation and development of heritage	Evaluated_phase
16.00	ITP388	ITPSubprogramme 1	testmaxcall2_v2.0.16	vmc2_v2.0.16	01.09.2015	31.07.2016	LP1	ÖSTERREICH	TextMaxCall2_v2_0.16	Reduce the time travelled for passengers	Evaluated_phase

Below the table, there are two buttons: 'Export As XLS' (highlighted in yellow) and 'Save'.

Figure 346 Exporting of application form and project lists

Export of application form, reports and several other forms

eMS allows to export several forms or objects to pdf. This exporting is based on templates, which can be exported to pdf format.



The screenshot shows the 'Application Form' interface for project 'DOG1 ITP152'. The 'Project Summary' tab is active, with a breadcrumb trail: Project Summary > Partner > Project Description > Work Plan > Project Budget > Project Budget Overview > Attachments. The 'Project Identification' section contains the following fields:

- Programme Priority: Transport
- Programme Priority Specific Objective: Conservation and development of heritage
- Project Acronym: DOG1
- Project Title: DEMO OBSERVERS GROUP
- Project Number: ITP152
- Name Of The Lead Partner Organisation/Original Language: Mein erster Lead partner
- Name Of The Lead Partner Organisation/English: My first lead partner
- Project Duration (Months): 5 Month 23 Days
- Start Date: 01.01.2015
- End Date: 23.06.2015

Below the identification fields is a 'Project Summary' section with a text area and a list of bullet points for guidance:

- Please give a short overview of the project and describe
 - the common challenge of the programme area you are jointly tackling in your project
 - the overall objective of the project and the expected change your project will make to the current situation
 - the main outputs you will produce and who will benefit from them
 - the approach you plan to take and why is cross-border/transnational approach needed
 - what is new/original about it

Figure 347 Exporting of application form

Exporting of checklists

The system allows to export checklists and to generate reports based on this information. For example, it is possible to create a report based on information from the application form and the quality assessment, which can be provided to the monitoring committee for decision.

The templates can be customized by ETC Programmes. The extracted document can still be modified in an editor before transformation to PDF. Modifications in the extracted document are not stored in eMS.

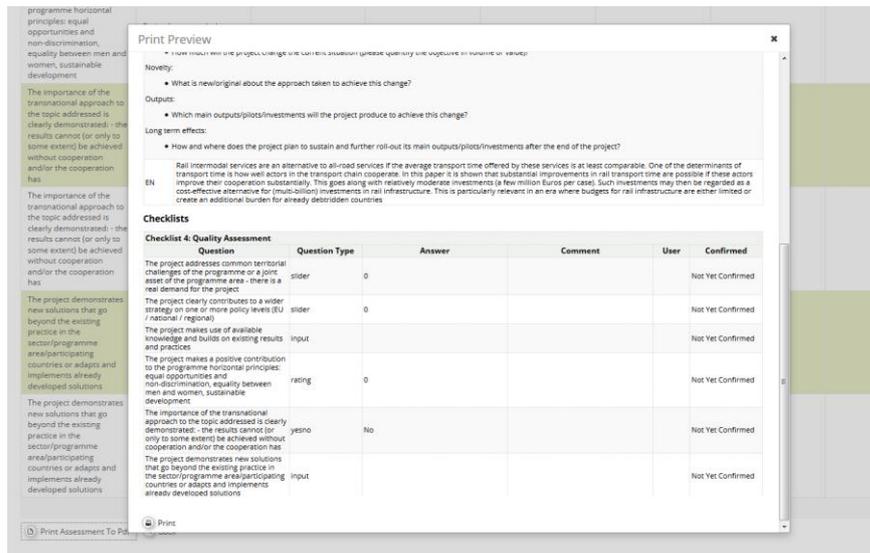


Figure 348 Report based on application form and checklist

Cube

eMS contains an integrated OLAP cube based system. This system allows the export of data to Excel or PDF.

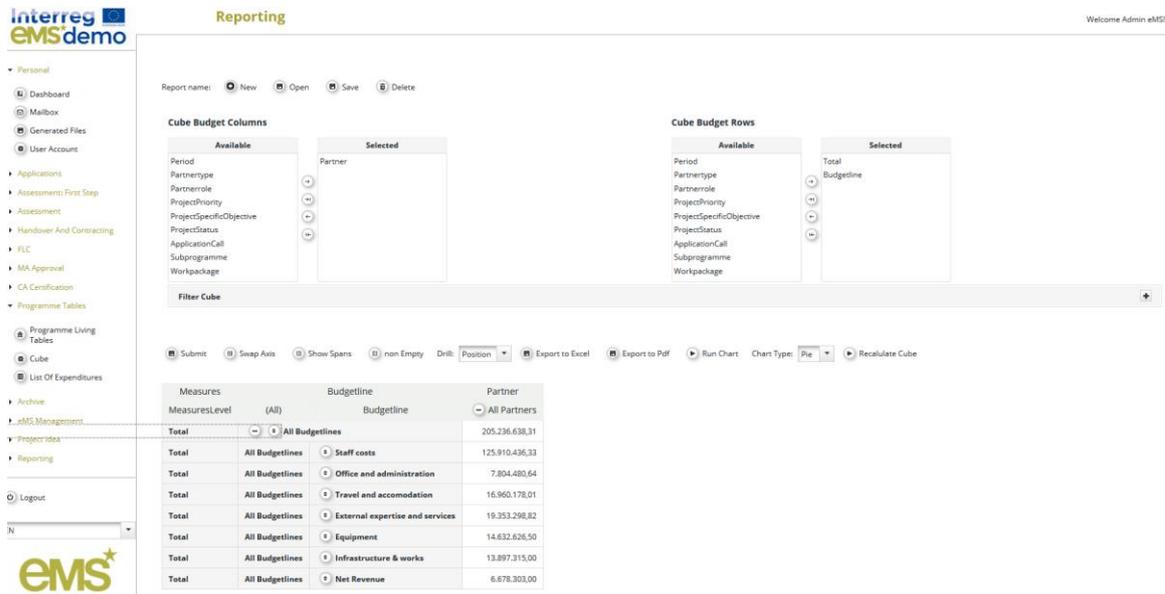


Figure 349 OLAP Cube exporting

Export from Documents section

Users with the appropriate user privileges can access two different sections (application form and report) in the eMS. In those sections, programmes can define their own templates for the extraction of PDFs.

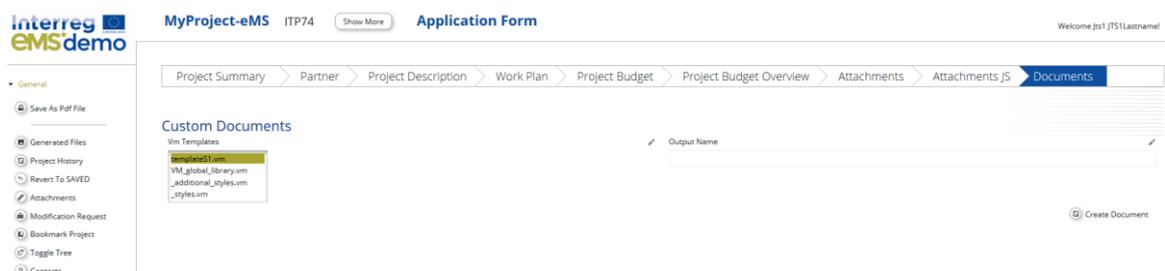


Figure 350 Export in Documents section

Exporting from technical database

The software uses standard SQL based RDMS. Therefore, any appropriate tool can be used to export data from the technical database. For example, Mysql Studio can be used to export data to different formats.

Interact recommends to install a third party reporting server, to extract data from the technical database. Those tools usually support the extraction of any data available in the database and allow generating a variety of different documents and formats.

Export of files from the file system of the server

All uploaded documents in eMS are stored on the file system of the server. An administrator of this server can export documents in any format like ZIP.

KEEP

KEEP (www.keep.eu) is the only source of aggregated information regarding projects and beneficiaries of European Union programmes dedicated to cross-border, transnational and interregional cooperation within the European Union and between European Union Member States and neighbouring countries.

The Interact Programme, with the support of the European Commission and the remaining Interreg and ENPI/ENI CBC programmes, built this database and maintains it, as part of its mission.

Automatic export of data to KEEP

eMS allows automatic transmission of data to KEEP.

The link to KEEP can be configured in the configuration file “programme.properties” by changing the following configurations

```
quartz.cronTriggerProgXML.enabled=true  
  
# <ss> <mm> <hh> <dd> <month> <day of week>  
quartz.cronTriggerProgXML.interval=0 01 05 * * ?  
  
quartz.cronTriggerProgXML.ftpServer=keep2.web.iway.sk  
quartz.cronTriggerProgXML.ftpPort=21  
quartz.cronTriggerProgXML.ftpUsername=***  
quartz.cronTriggerProgXML.ftpPassword=***  
  
quartz.cronTriggerProgXML.ftpWorkingDirectory=
```

Please make sure, that your server can access the KEEP server on the specified url and port.

The export is done periodically in the specified interval (property “*quartz.cronTriggerProgXML.interval*”). The link can be turned on/off by changing the property “*quartz.cronTriggerProgXML.enabled*”.

eMS sends the information via *FTP with explicit TLS* to the KEEP server. To establish the link, eMS creates an XML-file. Please find the specification of the submitted data in the annex of this manual.

Backup of eMS

eMS does not automatically backup any of the available data. Backup has to be done by the environment the system is installed in.

There are two main possibilities to backup eMS. Both depend on the configuration and the possibilities of the environment.

- Backup of database (database dump) and backup of file system
- Snapshot of the virtual machine(s)

Each programme has to take care of a backup and save storage of data.

Usually the backup is done periodically (e.g. once a day). Parallel synchronized storage of data was not scope of this project, but could (maybe) be added by the environment.

Restoring of data

Restoring depends on the selected backup possibility. Any of the above mentioned backup scenarios allow restoring of data.

Search functionalities

Lists of application forms allow searching for all visible elements. For this reason, all data tables contain a searching functionality.

My Applications

Project id	Subprogramme	Name	Acronym	Start	End	Lead Partner	LP Nationality	Call	Specific Objective	Submission Date	Project State	ERDF
ITP361		ProjectProject	Pj	08.05.2015	31.05.2016	LP	BELGIQUE-BELGIÉ	Maximum Call	Reduce the time travelled for passengers	07.07.2015	Contracted	€ 170
ITP389		Super project	Sproject	13.07.2015	31.07.2016	Partner 1	ČESKÁ REPUBLIKA	Bog's call	Reduce the time travelled for passengers	13.07.2015	Contracted	€ 5 33
ITP402				29.07.2015	29.07.2015			Minimum Option Call	Reduce the time travelled for passengers	31.07.2015	Contracted	€ 0.00
ITP405				29.07.2015	22.07.2017	vdcafv	HRVATSKA	new call - BL	Conservation and development of heritage		Saved	€ 0.00
ITP406		test project2	tp2	29.07.2015	31.07.2016	lp	HRVATSKA	Bog's call	Reduce the time travelled for passengers		Part_checked	€ 2 21

Columns

Figure 351 Search functionality in lists

Easy retrieval of documents

Documents are always attached to elements like application forms or reports. Therefore, these documents are easy to find. eMS does not process the content of attached documents, therefore it is not possible to search for content of documents in the application.

As the data retrieved by the system are stored using standard technologies (RDBMS, file system) it is possible to search for specific documents. This has to be done in the technical database or on the file system. Please contact your technical administrator for support.

Adaptations and plugins

Logo

The logo of the Programme is located in the provided .war file and can be changed by the Programmes by replacing the provided “Interreg_Logo.png” with the programme logo.

During the development procedure, Interact proposed to include the programme logos into the application itself. Programmes who provided their logo do not have to replace the image in every installation, but can show their logo upon configuration.

Styling

Styling in eMS is implemented using CSS, a standard technology used in web applications. The CSS files are located inside of the provided ems.war file. To change the styling, please get in touch with your service provider.

Plugins

eMS contains a variety of plugins. Depending on the technology they are implemented with, Programmes either need a text editor to change them or an integrated development environment (like Eclipse).

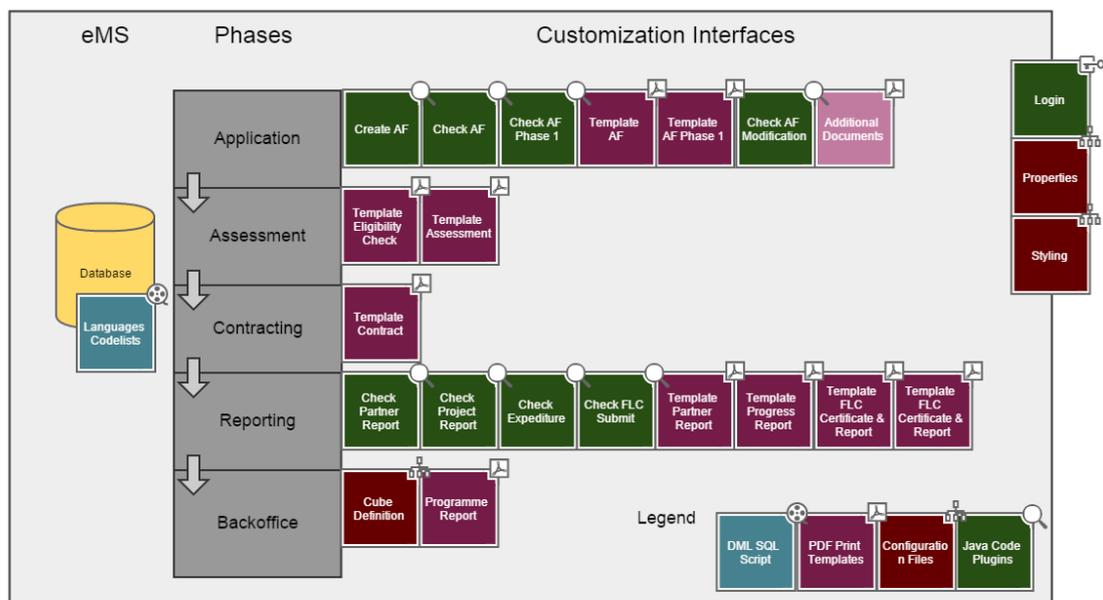


Figure 352 Plugin overview

File upload for login page

eMS enables to provide users or possible users with certain information even before registration. This feature is secured via posting the documents on the start / login page.



Figure 353 Documents posted on the start / login page

Needed privileges

For uploading files For Login, the `UPLOAD_FILES_FOR_LOGIN_PAGE` or the almighty `ADMIN` privilege is necessary.

How to post the documents to the login page

In order to post the documents to the login page, the documents need to be uploaded.

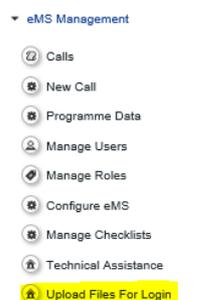


Figure 354 Upload Files For Login menu item

You can enter the corresponding section by navigating to the left side menu ->eMS Management -> “Upload Files For Login” item.

Here, you can select and upload files to be posted to the login page.

Uploaded Files

Filename	Delete
Testdokument.pdf	

 Select  Upload  Cancel

Figure 355 Selecting Files To Be Posted To Login Page

Performance fine-tuning

As eMS is a brand new system and it potentially has to deal with a lot of concurrent users and big data. eMS provides a number of possibilities how to improve the performance of the system and how to deal with a high number of concurrent users.

As eMS now is in productive use, we already gained some experience on this topic which we want to share in this chapter.

Application server load balancing

eMS allows to install several parallel application server instances.

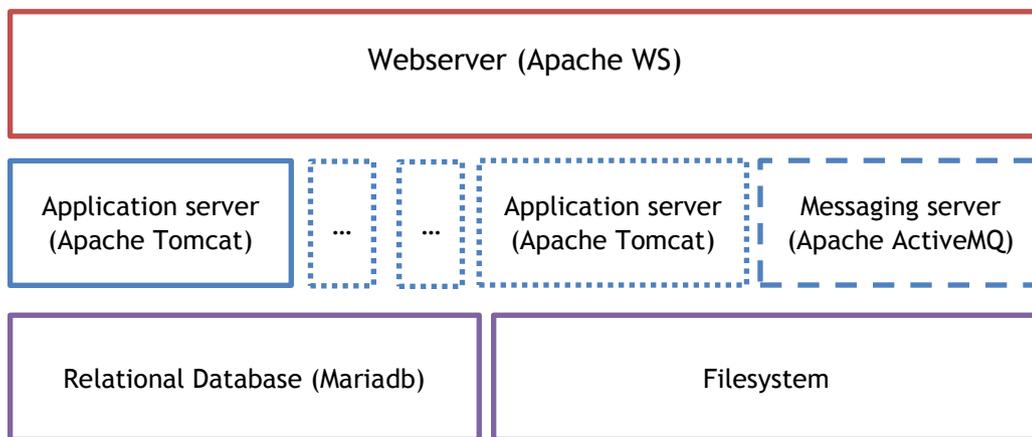


Figure 356 Architecture of eMS

It is recommended to install at least a second instance of the application server. Please note: not only applicant or partner users count in the system as concurrent users, also authority users like JS or CA are technical users.

Standalone Apache ActiveMQ

To support the asynchronous generation of pdfs, eMS uses by default an embedded Apache ActiveMQ instance.

eMS allows several other possibilities of how to run Apache ActiveMQ:

1. Embedded Apache Active MQ in one Tomcat only
2. Embedded Apache Active MQ in all (or some) parallel Tomcat instances
3. Standalone Apache Active MQ (here you need to install a standalone Apache ActiveMQ on one of your servers)
4. Configure all or only some application servers as workers to generate pdfs

5. Configure one or several separate application servers, which are not available to end users to generate pdfs.

The following configuration in “programme.properties” can be changed to call different activemq instances:

```
# ActiveMQ Configuration
# to start embedded server,
# use "vm://localhost?create=false" as address for activeMQ.server

# activeMQ.server=tcp://servername:port
activeMQ.server=tcp://localhost:61616

#activeMQ.server=failover://tcp://localhost:61616

# Name of the print queue in ActiveMQ
activeMQ.queueName=PDFprintQueue

activeMQ.receiveAllowed=true

#defines the path of the activeMQ-kahadb-data-folder
#activeMQ.datadirectory=/path/to/data/directory
activeMQ.datadirectory=/var/lib/ems/kahadb
```

Figure 357 Configuration for Apache ActiveMQ

Pdf Generation interval

The process to generate PDFs is triggered in certain intervals. The “programme.properties” configuration file contains elements to configure the time periods, in which pdfs are generated.

The documentation for this configuration can be found [here](#).

```
# QUARTZ Configuration for PDF printing
# <ss> <mm> <hh> <dd> <month> <day of week>
quartz.cronTrigger.interval=0 * * * * ? *
```

Figure 358 Configuration for PDF generation interval

Avoiding Spring Webflow Serialization

The budget in eMS is built on several dimensions:

- Partner
- Budgetline
- Workpackage
- Period
- Subbudgetline

Due to this number of dimensions, the number of existing budget figures could increase a lot. Due to this and the use of Spring Webflows, performance issues could occur.

Warning

In case of such large objects, Spring Webflows consumes all the CPU - the performance of eMS tremendously decreases.

eMS contains a configuration in programme.properties, to not persist the budget data in the Spring context, but reload the data from the database with each request. This puts more load on the database.

First tests with big application forms show a tremendous increase in the performance of eMS. CPU consumption decreased tremendously, while the load on the database was acceptable.

```
# true uses Spring Webflow Serialization, false disables  
# use false in case of CPU performance issues in the budget section  
keepFlowScopeBudget=false
```

[Figure 359 Flow scoped budget configuration](#)

Supported Characters

eMS allows to use any character from the UTF-8 character set.

Recommended database configuration

We recommend to create the database schema with the “utf8_general_ci” collation.

The eMS furthermore contains configuration for the database connection in db.properties:

```
db.url=jdbc:mysql://localhost:3306/ems1?characterEncoding=UTF-8
hibernate.connection.CharSet=utf8
hibernate.connection.characterEncoding=utf8
hibernate.connection.useUnicode=true
```

Table 5 Section of db.properties to configure UTF-8 support

Recommended server/java configuration

The Tomcat Application server should be started with the following java parameter. On some environments this missing java runtime parameter could cause problems with the character encoding.

```
-Dfile.encoding=UTF-8
```

Table 6: Java runtime parameter

Character encoding of PDF templates

The PDF-template files should be saved with with UTF-8 encoding

```
<?xml version="1.0" encoding="UTF-8"?>
```

Table 7 Heading of PDF template file

Therefore the files can contain all special characters from the UTF-8 charset.

Version 3_0.10 introduces a new element in programme.properties

```
vmCharacterEncoding=UTF-8
```

If this property is set to UTF-8 the generation of PDFs should support any character needed in the EU.

Characters that cannot be used in eMS

The eMS user interface supports all kind of characters. This seems to be a web browser fallback behavior to use a fallback character set in case characters are not included in the provided font.

Tests with Chinese characters showed, the font used to generate the PDFs does not include all Chinese characters. Therefore Chinese texts entered into eMS might not show up in generated PDF files.

Abbreviations

Abbreviaton	Meaning
CA	Certifying Authority
HIT	Harmonised Implementation Tool - Interacts Project on the harmonisation of forms
JS / JTS	Joint Technical Secretariat
LA	Lead Applicant
LP	Lead Partner
MA	Managing Authority
NCP	National Contact Point
PP	Project Partner
AA	Audit Authority
WP	Workpackage
BL	Budgetline
LoE	List of expenditures

Annex 1: User privileges

privilegekey	label	description
ADMIN	ADMIN	Admin Role - Access to all data
MG_TA	MG_TA	Manage Technical Assistance
MG_PROGRAM	MG_PROGRAM	Manage Programme, Access to OP data
MG_CALLS	MG_CALLS	Manage Calls (New Call, Modify)
SHOW_CALLS	SHOW_CALLS	Access to the list of Calls
SHOW_PROGRAM	SHOW_PROGRAM	Read only access to OP data
SHOW_TA	SHOW_TA	Read only access to TA Data
SHOW_APPLICATIONS	SHOW_APPLICATIONS	Show list of applications
CREATE_APPLICATIONS	CREATE_APPLICATIONS	Create new application
SHOW_ALL_APPLICATIONS	SHOW_ALL_APPLICATIONS	Show all applications (Access to Applicationbrowser)
MG_USER	MG_USER	Manage user accounts
MG_ROLES	MG_ROLES	Manage user roles
MG_MULTILANGUAGE	MG_MULTILANGUAGE	Manage translations of user interface
MAILBOX	MAILBOX	Access to messaging features
DASHBOARD	DASHBOARD	Access to the dashboard
CHECK_PROJECT	CHECK_PROJECT	Check project application (prerequisite to SUBMIT_PROJECT)
SUBMIT_PROJECT	SUBMIT_PROJECT	Submit project application
APPROVE_PROJECT_PHASE1	APPROVE_PROJECT_PHASE1	Approve project application phase 1 (in 2 phase call) as well as access to all the lists under "Assessment-First Step"
APPROVE_PROJECT	APPROVE_PROJECT	Approve project application after submission
DISABLE_PROJECTCHECK	DISABLE_PROJECTCHECK	Disable check-requirement in application form
BROWSE_APPLICATIONS	BROWSE_APPLICATIONS	BROWSE_APPLICATIONS
EVALUATE_PROJECT	EVALUATE_PROJECT	Access to "Quality Assessment" list and to the evaluation-section of applications

SUBMIT_EVALUATION	SUBMIT_EVALUATION	Access the consolidation-view of a checklist and right to finish the assessment
MG_CHECKLIST	MG_CHECKLIST	Access to 'Manage checklists' section
MG_CONTRACT	MG_CONTRACT	Access to "Contracting"-List and subsidy-contract-page for the contract creation and approval
MG_CHANGEREQUESTS	MG_CHANGEREQUESTS	Allows Modification-Requests already after submission of an Application. Access to "Modification Request"-List. Allows to approve of modification requests and the finished modifications
MG_RANKING	MG_RANKING	MG_RANKING
MG_PROMOTED_PROJECT	MG_PROMOTED_PROJECT	Access to the following lists: "Approved under Conditions", "Handover and Contracting", "Contracted"
MG_PARKED_PROJECT	MG_PARKED_PROJECT	Access to the "Reserve List"-List
MG_STARTUP	MG_STARTUP	Access to the "Start up data/Supplementary Information" sections
MG_HANDOVER	MG_HANDOVER	Access to the "Contracting"-List
FLC	FLC	
MA	MA	Allows user the MA-rights for the reporting
CA	CA	Allows user the CA-rights for the reporting
ELIGIBILITY_CHECK	ELIGIBILITY_CHECK	Access to the "Admin and Eligibility Check"-List and to the eligibility assessment
ELIGIBILITY_CHECK_SUBMIT	ELIGIBILITY_CHECK_SUBMIT	ELIGIBILITY_CHECK_SUBMIT
ENABLE_ATTACHMENTS_JTS	ENABLE_ATTACHMENTS_JTS	Activation of the attachment-upload-functionality for submitted applications
EVALUATION_CONSOLIDATE	EVALUATION_CONSOLIDATE	EVALUATION_CONSOLIDATE
RECOMMENDATIONS	RECOMMENDATIONS	Access to the "Recommendation"-List
PROJECT_DECISION	PROJECT_DECISION	Access to the "Funding Decision(MC)"-List
REPORTING	REPORTING	Access to the "Cube"-Section of the Programme-Tables
EVALUATE_PROJECT_PHASE1	EVALUATE_PROJECT_PHASE1	Access to the evaluation-check-section of the first phase of a two-phase call applications
JTS_ATTACHMENT	JTS_ATTACHMENT	Role to attach JTS internal documents to projects
CUSTOM_DOCUMENT	CUSTOM_DOCUMENT	Access to custom project document generation
JTS	JTS	Allows all the JTS-Functionality in the reporting-phase of a project

PROJECTFINANCE_MA	PROJECTFINANCE_MA	Access to the "MA Approval"-page
PROJECTFINANCE_CA	PROJECTFINANCE_CA	Access to the "Generate CA Certificate"- and "CA Certificates"-pages
ELIGIBILITY_DECISION	ELIGIBILITY_DECISION	ELIGIBILITY_DECISION
MG_FLC_AT	MG_FLC_AT	MG_FLC_** (Country code) - Manage FLC Assignment for Country **
MG_FLC	MG_FLC	Access to the "FLC Institution"-, "FLC Assignment"- and "My project partners"-page
SHOW_PROJECT_IDEAS	SHOW_PROJECT_IDEAS	Access to the List project ideas
CREATE_PROJECT_IDEAS	CREATE_PROJECT_IDEAS	Access to the Create project idea section
ELIGIBLE_PROJECT_PHASE1	ELIGIBLE_PROJECT_PHASE1	Access to the eligibility-check-section of the first phase of a two-phase-application
SU_PM_R	SU_PM_R	Additional Startup data project management section read access
SU_PM_W	SU_PM_W	Additional Startup data project management section write access
SU_BI_R	SU_BI_R	Additional Startup data bank information section read access
SU_BI_W	SU_BI_W	Additional Startup data bank information section write access
SU_FLC_R	SU_FLC_R	Additional Startup data FLC section read access
SU_FLC_W	SU_FLC_W	Additional Startup data FLC section write access
SU_SA_R	SU_SA_R	Additional Startup data state aid section read access
SU_SA_W	SU_SA_W	Additional Startup data state aid section write access
SU_UA_R	SU_UA_R	Additional Startup data user assignment section read access
SU_UA_W	SU_UA_W	Additional Startup data user assignment section write access
SU_OU_R	SU_OU_R	Additional Startup data output trail section read access
SU_OU_W	SU_OU_W	Additional Startup data output trail section write access
SU_CO_R	SU_CO_R	Additional Startup 'datacode' section read access
SU_CO_W	SU_CO_W	Additional Startup 'datacode' section write access
MG_FLC_OUTSIDE	MG_FLC_OUTSIDE	Manage FLC assignments for partners outside programme area
OFFICER_IN_CHARGE	OFFICER_IN_CHARGE	Assign officer in charge
CA_REVERT_REPORT	CA_REVERT_REPORT	Revert CA certificates
MA_REVERT_REPORT	MA_REVERT_REPORT	Revert MA reports

JS_REVERT_REPORT	JS_REVERT_REPORT	Revert JS reports
LP_REVERT_REPORT	LP_REVERT_REPORT	Revert project progress report
FLC_REVERT_REPORT	FLC_REVERT_REPORT	Revert FLC certificate

Annex 2: Call options

Option	Description
Application Form and Procedure Settings	
Two-step Application Procedure	Enables the 2 step application procedure for this call. All applicants have to fill in and submit all fields assigned to phase 1 and can go on with phase 2 after approval.
Partner Settings	
Contact Details Fields	Enables telephone and email input for partners section
Associated Partner Section	Enables feature to add associated partners
Partnership Description Section	Enables text input fields for global partnership description
Subpartners	Enables subpartner section in partner detail view
Partner Benefit	Enables partner benefit input field in partner detail view
Partner Confirmation	Enables drop down in partner section for partner confirmation (confirmed/ongoing discussion)
Use English Partnername	Enables partner name in English in partner detail section
Use Partner Abbreviation	Enables partner abbreviation in partner detail view
Project Description Settings	
Cooperation Criteria Section	Enables cooperation criteria input section (cmp. C.1.4 in HIT Applicationform)
Durability And Transferability Section	Enables durability and transferability of project outputs and results (cmp. C.2.3/C.2.4 HIT AF)
Macroregional Strategy Section	Enables the input for macroregional strategies and the projects contribution (cmp. C.3.1 AF HIT)
Risk Section	Enables risk section (submenu) in project description
Cooperation Reason	Enables input field for cooperation reason
Enhanced Cooperation Criteria	Enables enhanced cooperation criteria
Knowledge	Enables input field for knowledge
Resultindicator	Enables result indicator section in project focus (C2)
Use Project Specific Objectives	Enables specific objectives section in project focus (C2)
Workpackage Settings	
Work Package Preparation	Enables the workpackage type preparation for use in projects
Work Package Investment	Enables the workpackage type investment for use in projects
Work Package Implementation	Enables the workpackage type implementation for use in projects
Work Package Communication	Enables the workpackage type communication for use in projects
Work Package Management- Activitiy Budget	Enables the input field for budget value for activity in WP Mgmt.
Work Package Management- Activitiy Description	Enables the input field for description for activity in WP Mgmt.

Work Package Management- Deliverable Description	Enables the input field for description for deliverable in WP Mgmt.
Work Package Management- Deliverable Month	Enables the input field for deliverable month in WP Mgmt.
Work Package Communication- Activitiy Budget	Enables the input field for budget value for activity in WP Communication.
Work Package Communication- Activitiy Description	Enables the input field for description for activity in WP Communication.
Work Package Communication- Deliverable Description	Enables the input field for description for deliverable in WP Communication.
Work Package Communication- Deliverable Delivery Month	Enables the input field for deliverable month in WP Communication.
Work Package Investment- Activitiy Budget	Enables the input field for budget amount for activity in WP Investment.
Work Package Investment- Durability And Transferability Of Main Outputs	Enables durability and transferability Input fields for WP Investment.
Work Package Investment- Activitiy Description	Enables the input field for description for activity in WP Investment.
Work Package Investment- Deliverable Description	Enables the input field for description for deliverable in WP Investment.
Work Package Investment- Deliverable Delivery Month	Enables the input field for deliverable month in WP Investment.
Work Package Implementation- Durability And Transferability Of Main Outputs	Enables durability and transferability Input fields for WP Implementation.
Work Package Implementation- Activitiy Description	Enables the input field for description for activity in WP Implementation.
Work Package Implementation- Activitiy Budget	Enables the input field for budget amount for activity in WP Implementation.
Work Package Implementation- Deliverable Description	Enables the input field for description for deliverable in WP Implementation.
Work Package Implementation- Deliverable Delivery Month	Enables the input field for deliverable month in WP Implementation.
Use Deliverables	Enables Deliverables section in workpackage detail view
Disable Workpackages	Disables the add-Workpackage feature. Mandatory Workpackages have to be created via Plugin
Display Targetgroups in Workpackages	Shows selection for Targetgroups in Workpackage detail view.
Budget Settings	
Cofinancing Source Fields	Enables the selection of cofinancing sources
Budget- Enable Flatrates	Enables budget flatrates for office/administration and staff
Budget- Enable Office Flatrates Only	Enables office/administration flatrate only
Budget- Enable Inkind Contribution	Enables in-kind contribution input
Budget- Enable Co-financing Source	Shows/Hides cofinancing source in tables
Budget- Enable Fund Summary	Shows/Hides Fund Summary in Tables
Enable Individual Periods	In enabled the project has to define periods individually. If not enabled periods will be

	created using the Period-Interface
Budget- Allow Individual Staff Subbudgetlines	If enabled the user is allowed to create individual subbudgetlines for budgetline "Staff".
Budget- Allow Individual Office Subbudgetlines	If enabled the user is allowed to create individual subbudgetlines for budgetline "Office & Administration"
Budget- Allow Individual Travel Subbudgetlines	If enabled the user is allowed (and forced) to create individual subbudgetlines for budgetline "Travel and Accomodation"
Budget- Allow Individual Expertise Subbudgetlines	If enabled the user is allowed (and forced) to create individual subbudgetlines for budgetline "External Expertise and Services"
Budget- Allow Individual Equipment Subbudgetlines	If enabled the user is allowed (and forced) to create individual subbudgetlines for budgetline "Equipment"
Budget- Allow Individual Investment Subbudgetlines	If enabled the user is allowed (and forced) to create individual subbudgetlines for budgetline "Investment"
Budget- Allow Individual Netrevenue Subbudgetlines	If enabled the user is allowed (and forced) to create individual subbudgetlines for budgetline "Net Revenue"

Annex 3: Properties

Remark: properties need to be changed in configuration files by the technical administrator. Most changes require a restart of eMS to be taken into account.

Property	Default Value	
mail.properties		
mail.server		Mailserver for SMTP Service
mail.senderaddress		Sender Address to show in System mails
registration.defaultrole	APPLICANT	Users will have this Role after registration
registration.authenticationName	emsDB	Default Authentication Method for Users after registration
registration.passwordRegexp	((?!\=.*[a-z]).{6,20})	Password Regexp Pattern for Security
login.attempts	3	After X failed login attempts the user has to wait "login.timeout" seconds
login.timeout	60	See above
mail.uploadPath		Path to uploaded mail attachments. eMS will create subfolders for each message
mail.adminUserId	1	User id of the admin user
mail.notifyLP	true	Lead partner will be notified via email about submission
registration.captchaEnabled	false	Enables Captcha in user Registration - see configuration notes
registration.usernameEnabled	true	If false, username cannot be chosen - email will be used
programme.properties		
programme.id	1	Id of the productive programme
project.loadLists	yes	Loads Lists in Application form immediately
publiclegalstatus.id	1	Id of the legal status for public (used as a default value)
initpartnertype.id	1	Id of the partner type as a default value
initcofinsource.id	ERDF	Default cofinancing source
initrecovervat.id	yes	Init value for recover vat
auditlog.active	no	Enables/disables auditlog
upload.(jts)path		Paths to store uploaded files. Subfolders will be created automatic.
pdf.path		Path to store created documents. Subfolders for Projects or Users will be created automatic.
intermediate.path		Path to store intermediate files.
font.path		Path to fonts

cssfont.name		Font name of TTF to use in generated Pdfs. Has to support all expected characters.
cssfont.path		Path in css readable format to the font (to be used in templates).
projectReport.prefix		Prefix for PDF Output of Application Form.
template.path		Path to *.vm Template documents.
template.cache	false	Enables caching for templates (velocity setting)
template.modificationCheckl nterval	15	If cache is enabled, the interval In minutes to check for template modifications (velocity setting)
template.file		Template to use for Project Report
contractTemplate.file		Template for the contract pd
contractIntermediate.path		Intermediate path
contractPdf.path		Path to generated contracts (subfolders are created automatically)
fundingTemplate.file		Template File for decision print
fundingIntermediate.path		Intermediate path
fundingPdf.path		Path to generated decision prints (subfolders are created automatically)
Funding.filename		Funding Decision Print filename
flcReport.xxx		
flcCertificate.xxx		
partnerProgressReport.xxx		
projectProgressReport.xxx		
checklists_Phase1_Eligibility.xxx		
checklists_Phase1_Assessment.xxx		
checklists_Eligibility		
checklists_Assessment		
checklists_FLC.xxx		
checklists_JTS.xxx		
phase1Ineligible.xxx		
phase1Approved.xxx		
phase1Rejected.xxx		
phase2Ineligible.xxx		
phase2Approved.xxx		
phase2Rejected.xxx		
phase2ReferredBack.xxx		
finalReport.xxx		

xxx.templateFile		Template for Document
xxx.path		Path to store generated document
xxx.pathIntermediate		Path for Intermediate Result
xxx.filename		Filename for pdf
inputNumber.thousandSeparator	.	Settings for Number formatting/input
inputNumber.decimalSeparator	,	
inputNumber.decimalPlaces	2	
inputNumber.minValue	-99999999999999.99	
inputNumber.maxValue	99999999999999.99	
paginatorRows.general		
paginatorRows.project		
paginatorRows.workpackage		
paginatorRows.partner		
activeMQ.server	vm://localhost?create=false	Queue settings for automatic tasks (active mq settings)
activeMQ.queueName	vm://localhost?create=false	
activeMQ.receiveAllowed	true	
quartz.cronTrigger.interval	0 * * * * ? *	
quartz.conTriggerCSV.interval		Interval for currency fetching
quartz.cronTriggerCSV.receiveAllowed		Enables job for currency fetching
quartz.cronTriggerCSV.url		URL to currency service
currency.defaultId	EUR	Default currency
showStackTraceInGui	false	Shows stack trace in user interface when true
logPerformance	False	Enables Performance Logging
logInformation	False	Enables Information Logging
writerErrorsToStandardOutput		Writes Errors to StandardOut

upload.sizelimit		Filesize Limit for Upload
upload.filetypes		Filetypes allowed for upload
financeReport.xxx		
progressReport.xxx		
flcInstitution.xxx		
xxx.uploadPath		Path for uploaded binaries in the corresponding report
customvm.path		Path to template for custom documents
customvm.cache	false	Velocity cache mode
customvm.modificationCheck Interval	10	Cache interval
customvm.cssfont.nam		Font name to use for costum documents
customvm.cssfont.path		Font path to use for custom documents
dateformat	dd.MM.yyyy	Date Format for GUI
privatelegalstatus.id	1	Default private status - do not modify
copy.enabled		Enables application form copy function
timeformat	dd.MM.yyyy hh:mm:ss	Userinterface Time Format
checks.jarPath.phase1	Plugin for...	.. check of phase 1
checks.jarPath.lastphase		... check of AF submission
checks.jarPath.partnerreport		...check of partnerreport
appCreation.jarPath.initCreation		... initialization of AF when creation
nuts1Enabled	False	Shows Nuts Level 1 in Nuts selector
useMcdates	False	Shows drop down in AF to select MC Date
phase1Print	False	Shows print button for Phase 1 Print
template.file1		Template for Phase 1 Print
autoPhase1Print	False	Prints when submitting Phase 1
autoSubmitPrint	False	Prints when submitting AF
activeMQ.datadirectory		Directory to store Active MQ Data (per Instance) can be set as -D Environment for cluster
currencyCsvEncoding		Encoding of currency csv
euold	EUR	

mrReport		Enables modification requests when reports already exist
mandant	demo	Specific settings
roundingPlaces		Internal rounding behaviour
roundingMode		
loExpColumns		List of columns used in List of Expenditure
period.jarPath.autocreation		Implementation of Interfaces
checks.jarPath.invoice		
google.maps.apiUrl	http://maps.google.com /maps/api/geocode/json	API Url for geocoding
google.maps.defaultLat	48.858222	Default Latitude
google.maps.defaultLng	2.2945	Default Longitude
google.maps.defaultZoom	15	Default zoom factor in map
usePartnerMap	False	User Map in Partner section
velogDir		Logdir for Velocity (PDF Creation)
reports.path		Location for autogenerated reports
google.maps.jsApiUrl		JS API Url for Google Map
htmlInPdf	false	If true, generated intermediate html documents will also be provided to the user
checklists_Phase1_Eligibility.xxx		
checklists_Phase1_Assessment.xxx		
checklists_Eligibility.xxx		
checklists_Assessment.xxx		
checklists_FLC.xxx		
checklists_JTS.xxx		
xxx.pathIntermediate		Intermediate path for checklist print of defined type
xxx.path		Path for pdf result of checklist print of defined type
xxx.filename		Filename for result
phase1Ineligible.xxx		
phase1Approved.xxx		
phase1Rejected.xxx		
phase2Ineligible.xxx		
phase2Approved.xxx		
phase2Rejected.xxx		
phase2ReferredBack.xxx		

xxx.file		Template of notification document
xxx.path		Path for resulting notification pdf
xxx.filename		Filename for notification pdf
eligibilityCheckDecisionEnabled	true	
checks.jarPath.mr		Check implementation for modification request
checks.jarPath.flc		... flc submission
checks.jarPath.finalReport		... final report submission
xml.path		Path for keep export
postponeEnabled		Enables postponing of projects
applicationBrowserColumns		Columns shown in application browser
myApplicationsColumns		Columns shown in my applications
showCategorizedQualityAssessmentComments	false	Quality assessment comments per category, if disables only 1 comment box will be shown
useStickyMenu	False	Menu to the left will stick on top and not scroll with the content section of the application
monthdateformat	MMM.yyyy	Format for date information on month level
automaticHandoverToLeadPartner	False	Lead partner will automatically be assigned to the lead applicants user
reporting.properties		
mondrian.connection		Mondrian Connection string with path to the eMS.xml cube definition and connection settings to the relational database

